



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

CITIZEN'S CHARTER 2025 1ST EDITION

Agency Details

I. Mandate

Presidential Decree No.1341 has mandated the PUP to expand the program offerings of the University to include courses in polytechnic areas and has also given the University the authority to expand diametrically through the establishment of branches, consortia and linkages.

II. Vision

A Leading Comprehensive Polytechnic University in Asia.

III. Mission

Advance an inclusive, equitable, and globally relevant polytechnic education towards national development.

IV. Service Pledge

We, the officials and staff of the **Polytechnic University of the Philippines** are committed to high quality standards of service delivery to produce graduates who are caring, competent, civic-minded and critical and creative thinkers. In order to achieve this objective, we endeavor and pledge to:

P rovide prompt, efficient and effective services by attending to the needs of our clientele even beyond our official time;

U nify and simplify our processes to ensure an integrated, transparent, stream-lined and accountable service delivery system with due regard to and compliance with the requirements of the Data Privacy Act of 2012; and

P ursue regular review and assessment of our existing processes with the aid of the institutional feedback mechanism and client satisfaction survey to continuously improve customer experience.

Committee on Anti-Red Tape

Head of Agency:

Head	Designation	Email
Dr. Manuel M. Muhi	University President	president@pup.edu.ph

Chairperson:

Head	Designation	Email
Tomas O. Testor	Vice President for Student Affairs and Services	ovpsas@pup.edu.ph

Vice-Chairperson:

Head	Designation	Email
Rosita E. Canlas	Assistant to the Vice President for Administration	recanlas@pup.edu.ph

Members:

Head	Designation	Email
Adelia R. Roadilla	Focal Person, PUP Mulanay Campus, Committee on Anti-Red Tape (PUP CART)	mulanay@pup.edu.ph
Adelia R. Roadilla	Focal Person, PUP Mulanay Campus, Committee on Anti-Red Tape (PUP CART)	mulanay@pup.edu.ph
Agnes Y. Gonzaga	Focal Person, PUP Maragondon Campus, Committee on Anti-Red Tape (PUP CART)	maragondon@pup.edu.ph
Angelina E. Borican	Assistant to the Vice President for Research, Extension and Development	aeborican@pup.edu.ph
Arlene R. Queri	Focal Person, PUP Calauan Campus, Committee on Anti-Red Tape (PUP CART)	calauan@pup.edu.ph
Arman DC. Santos	Focal Person, PUP Sta. Maria Campus, Committee on Anti-Red Tape (PUP CART)	stamaria@pup.edu.ph
Armando A. Torres	Focal Person, PUP Talisay Campus, Committee on Anti-Red Tape (PUP CART)	aatorres@pup.edu.ph
Armando A. Torres	Focal Person, PUP Sto. Tomas Campus, Committee on Anti-Red Tape (PUP CART)	stotomas@pup.edu.ph
Cecilia R. Alagon	Focal Person, PUP San Juan Campus, Committee on Anti-Red Tape (PUP CART)	sanjuan@pup.edu.ph
Cherry E. Angeles	Focal Person, PUP Alfonso Campus, Committee on Anti-Red Tape (PUP CART)	alfonso@pup.edu.ph
Christian G. Ordanel	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	cgordanel@pup.edu.ph
Christian V. Bastona	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	cvbastona@pup.edu.ph
Dan E. Dalac	Focal Person, PUP Leyte Campus, Committee on Anti-Red Tape (PUP CART)	dedalac@pup.edu.ph
Edelyn H. Dagñalan	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	ehdagnalan@pup.edu.ph
Edelyn Mariano-Guillo	Assistant to the Vice President for Academic Affairs	emmariano@pup.edu.ph
Edwin G. Malabuyoc	Focal Person, PUP Unisan Campus, Committee on Anti-Red Tape (PUP CART)	unisan@pup.edu.ph
Fernando F. Estingor	Focal Person, PUP Cabiao Campus, Committee on Anti-Red Tape (PUP CART)	cabiao@pup.edu.ph
Florinda H. Oquindo	Assistant to the Vice President for Student Affairs and Services	fhoquindo@pup.edu.ph
Hazel Marie M. Vitales	Secretariat, PUP Committee on Anti-Red Tape (PUP CAR)	hmmvitales@pup.edu.ph
Ireneo C. Delas Armas Jr.	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	icdelasarmasjr@pup.edu.ph
Jacky Boy E. Atienza	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	jbeatienza@pup.edu.ph
Jaime P. Gutierrez Jr.	Focal Person, PUP Quezon City Campus, Committee on Anti-Red Tape (PUP CART)	quezoncity@pup.edu.ph
Jay-R A. Manamtam	Secretariat, PUP Committee on Anti-Red Tape	jamanamtam@pup.edu.ph
Joanna Marie A. Liao	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	jmaliao@pup.edu.ph
John Mark N. Nero	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	jmnnero@pup.edu.ph
Krisette Romero	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	kromero@pup.edu.ph
Krupskaya T. Valila	Head Executive Assistant	hea@pup.edu.ph

Head	Designation	Email
Leine S. Alcaraz	Focal Person, PUP Sablayan Campus, Committee on Anti-Red Tape (PUP CART)	sablayan@pup.edu.ph
Leny V. Salmingo	Focal Person, PUP Sta. Rosa Campus, Committee on Anti-Red Tape (PUP CART)	starosa@pup.edu.ph
Loida I. Parambita	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	liparambita@pup.edu.ph
Malaya A. Ygot	Assistant to the Executive Vice President	maygot@pup.edu.ph
Margarita T. Sevilla	Focal Person, PUP Biñan Campus, Committee on Anti-Red Tape (PUP CART)	binan@pup.edu.ph
Marilyn F. Isip	Focal Person, PUP Pulilan Campus, Committee on Anti-Red Tape (PUP CART)	pulilan@pup.edu.ph
Marisa B. Ferrer	Focal Person, PUP Taguig Campus, Committee on Anti-Red Tape (PUP CART)	taguig@pup.edu.ph
Marynelle L. Rosales	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	mlrosales@pup.edu.ph
Michelle Kristine D. Saraum	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	mkdsaraum@pup.edu.ph
Minerva D. Ferranco	Focal Person, PUP San Pedro Campus, Committee on Anti-Red Tape (PUP CART)	sanpedro@pup.edu.ph
Natasja Camille T. Bulfango	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	nctbulfango@pup.edu.ph
Queen D. Franada	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	qdfranada@pup.edu.ph
Ricardo F. Ramiscal	Focal Person, PUP Bansud Campus, Committee on Anti-Red Tape (PUP CART)	bansud@pup.edu.ph
Ricardo L. Dizon	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	rldizon@pup.edu.ph
Ronaldo G. Bulfa	Focal Person, PUP Lopez Campus, Committee on Anti-Red Tape (PUP CART)	lopez@pup.edu.ph
Roseller M. Malabanan	Assistant to the Vice President for Campuses	rmmalabanan@pup.edu.ph
Rufo N. Bueza	Focal Person, PUP Bataan Campus, Committee on Anti-Red Tape (PUP CART)	bataan@pup.edu.ph
Sally C. Mua	Technical Working Group, PUP Committee on Anti-Red Tape (PUP CART)	scmua@pup.edu.ph
Sharon Joy F. Pelayo	Assistant to the Vice President for Planning and Finance	sjfpelayo@pup.edu.ph
Sherry Ann M. Bacolod	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	sacmedrano@pup.edu.ph
Sheryl R. Morales	Focal Person, PUP Parañaque Campus, Committee on Anti-Red Tape (PUP CART)	paranaque.director@pup.edu.ph
Susan C. Luna	Secretariat, PUP Committee on Anti-Red Tape (PUP CART)	scluna@pup.edu.ph
Veronica S. Almase	Focal Person, PUP Ragay Campus, Committee on Anti-Red Tape (PUP CART)	ragay@pup.edu.ph

List of Services

External Services

Accounting Department

1. Verification of Outstanding Accounts for General Clearance
2. Request for Order of Payment
3. Request for Refund and/or Offsetting of Over payment of Tuition Fees, Miscellaneous Fees, or Other School Fees

Alumni Relations and Career Development Office

1. Issuance of Student/ Alumni Referral and Recommendation
2. Participation in University Job Fairs, Recruitment Activity, and Career Roadshows(Over-the-Counter Payment)
3. Participation in University Job Fairs, Recruitment Activity, and Career Roadshow(Bank Payment)
4. Job Opportunities Posting Service (Bank Payment)
5. Directory of Graduates/Alumni(Bank Payment)
6. Accreditation of Industry/Company, Agency, and Institution
7. Directory of Graduates/Alumni(Over-the-Counter Payment)
8. Job Opportunities Posting Service (Over-the-Counter Payment)
9. Participation in Career Development Webinar/Seminar/Talk/Workshop(Over-the-Counter Payment)
10. Participation in Career Development Webinar/Seminar/Talk/Workshop(Bank Payment)

Campus Academic Office

1. Processing of Application for Change of Enrollment (Adding of Subject)
2. Processing of Application for Cross-Enrollment
3. Processing of Manual Enrollment
4. Processing of Application for Overload of Subjects
5. Processing of Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark
6. Processing of Application for Shifting
7. Processing of Online Petition of Subject
8. Processing of Online Request for Tutorial of Subject
9. Processing of Request for Certification (Grades, Bona fide Student, General Weighted Average)
10. Processing of Application for Change of Enrollment (Change of Schedule/Subject)

Campus Accounting Office

1. Processing of Refunds
2. Processing of Offsetting
3. Application of General Clearance

Campus Administrative Office

1. Consultation and Treatment Services for Emergency Dental Cases of Students (With Referral)
2. Consultation and Treatment Services for Non-Emergency Dental Cases of Students and Dependents (For New Patients)
3. Consultation and Treatment Services for Emergency Medical Cases of Students (With Referral)
4. Consultation and Treatment Services for Non-Emergency Medical Cases of Students and Dependents (For New Patients)
5. Issuance of Follow-up of Students Referred During Enrollment
6. Issuance of Medical Certificate for Sick Note / Excuse Slip (For Sick Note / Excuse Slip – Patient who consulted PUP Medical Clinic)
7. Issuance of Medical Clearance for Enrollment (For students with lung findings or other health problems that needs referral)
8. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSHM and Tourism students with laboratory subjects as food handlers | With Referral)
9. Issuance of Medical Clearance for Off-Campus of Students (With Referral)
10. Issuance of Medical Clearance for On-the-Job-Training of Students (With Referral)
11. Consultation and Treatment Services for Non-Emergency Dental Cases of Students and Dependents (For Follow-up purposes)
12. Consultation and Treatment Services for Non-Emergency Medical Cases of Students and Dependents (For Follow-up purposes)
13. Issuance of Medical Certificate for Sick Note / Excuse Slip (For Patient who consulted outside PUP clinics and with Medical Certificate from attending physician)
14. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSND and BSFT with laboratory classes | With Referral)
15. Request for the Reservation of Campus Facilities (If Available)
16. Consultation and Treatment Services for Emergency Medical Cases of Students (Without Referral)
17. Consultation and Treatment Services for Emergency Dental Cases of Students (Without Referral)
18. Issuance of Medical Clearance for Enrollment (For students with normal chest result and no serious health problem for issuance of medical clearance.)
19. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSHM and Tourism students with laboratory subjects as food handlers | Without Referral)
20. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSND and BSFT with laboratory classes | Without Referral)
21. Issuance of Medical Clearance for Off-Campus of Students (Without Referral)
22. Issuance of Medical Clearance for On-the-Job-Training of Students (Without Referral)
23. Request for the Reservation of Campus Facilities (If Not Available)

Campus Student Services and Affairs Office

1. Application for New Identification Card
2. Application for Replacement of Lost Identification Card
3. Consultation Service
4. Counseling Service
5. Issuance of Recommendation Letter
6. Issuance of Student/Alumni Referral and Recommendation
7. Permission to Conduct an Activity
8. Processing of Request for Academic Verification Service
9. Processing of Request for Application for Graduation SIS and Non-SIS
10. Processing of Request for Credentials Service (Course/Subject Description)
11. Processing of Request for Correction of Entry of Grade, Completion of Incomplete Grade, Late Reporting of Grade

12. Processing of Request for Correction of Name in Conformity with the Philippines Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records
13. Processing of Request for Course Accreditation Service- Senior High School to Bridge Course
14. Processing of Course Accreditation Service (for Transferees)
15. Processing of Request for Credentials Service (Certificates of Attendance, Graduation, Medium of Instruction, General Weighted Average, Non Issuance of Special Order and Certified True Copy)
16. Processing of Request for Credentials Service (Certification, Authentication, Verification) CAV/APOSTILE
17. Processing of Request for Credentials Service (Transcript of Records)
18. Processing of Request for Informative Copy of Grades
19. Processing of Request for Leave of Absence
20. Processing for Re-Admission (Returning Students)
21. Request for Certificate of Good Moral Character

Colleges

1. Processing of College-Mediated Enrollment With No Available Slots
2. Processing of Online Request for Tutorial of a Subject
3. Processing of Application for Shifting to Another Academic Program
4. Processing of Application for Change of Enrollment (Adding of Subject)
5. Processing of Application for Change of Enrollment (Change of Schedule/Subject)
6. Processing of Application for Overload of Subjects
7. Processing of Request for Certification (Grades, Bonafide Student, General Weighted Average)
8. Processing of Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark
9. Processing of College-Mediated Enrollment with Available Slots
10. Processing of Online Petition of Subject

Communication Management Office

1. Media Coverage Services - Media Permit Pass
2. Shooting Request Services

Disaster Resilience Institute

1. Disaster Training, Education and Public Awareness Request for Disaster Preparedness

Facility Management Office

1. Request for the Reservation of University Facilities (External: Administrative/Non-Academic Activities)

Fund Management Office

1. Claiming of Check
2. Release of Allowances, Cash Incentives, Grants and Salaries
3. Over-the-Counter Collection of Tuition, Miscellaneous, and Other Fees
4. Online collection of Tuition, Miscellaneous, and other Fees (Deposits and Fund Transfers)

Gender and Development Office

1. Collaboration for GEDSI-related Project/Program/Activity
2. GEDSI Mainstreaming Activities
3. GEDSI Technical Advisory

General Administrative Support Services

1. Vehicle Reservation for Students and Other Clients

Graduate Studies Registrar's Offices

1. Processing of Request for Admission for Filipino Students
2. Processing of Request for Admission for Foreign Students
3. Processing of Request for Enrollment of New Student
4. Processing of Request for Re-Admission
5. Processing of Request for Accreditation of Course/s Taken in Other Schools
6. Processing of Request for Application for Graduation
7. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service
8. Processing of Request for Correction of Name, Civil Status and Date of Birth
9. Processing of Request for Accreditation of Course/s Taken Within PUP
10. Processing of Request for Academic Verification Service
11. Processing of Request for Certification
12. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE)
13. Processing of Request for Honorable Dismissal and TOR
14. Processing of Request for Course Description
15. Processing of Request for Transcript of Records
16. Processing of Request for Enrollment for Old Student
17. Processing of Request for Cross Enrollment
18. Processing of Request for Credentials Service (Diploma)

Human Resource Management Department

1. Processing of Casual Administrative Employees' Appointment
2. Processing of Appointment of Permanent Administrative Employees and Regular Faculty Members
3. Processing of Part-Time Faculty Members Appointment

Information and Communications Technology Office

1. Request for Information Systems Support for PUP Applicants and Students (Simple)
2. Request for Information Systems Support for PUP Applicants and Students (Complex)
3. Request for Webmail Technical Support for PUP Students (Simple)
4. Request for IT Procurement Technical Support for Suppliers (Simple)
5. Request for PUP Webmail Technical Support for PUP Students (Complex)

Institute for Continuing Professional Development

1. Offering of Customized Training Programs without Memorandum of Understanding
2. Offering of Customized Training Programs with Memorandum of Understanding
3. Processing of Enrollment to Training Programs
4. Offering of English Proficiency Program to Foreign Students without English Proficiency Level Certificate (Graduate and Undergraduate Level)
5. Offering of English Proficiency Program to Foreign Students with English Proficiency Placement Certificate (Undergraduate and Graduate Levels)

Institute for Data and Statistical Analysis

1. Request for a Statistical Adviser
2. Request for the IDSA Certification of Statistical Services Rendered

Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program

1. Processing of Applicant's Portfolio for Assessment

Institute of Technology

1. Processing of Request for Credentials Service(Course/Subject Description)
2. Processing of Request for First Year Students Admission Service
3. Processing of Request for Re-Admission (Returning Student) Service
4. Processing of Request for Application for Graduation Service
5. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service
6. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service
7. Processing of Request for Accreditation of Subjects
8. Processing of Request for Academic Verification Service
9. Processing of Request for Authentication/Certified Copy of Schools Records (Transcript of Records, Diploma, Certification of Registration, CAV, WES, IQAS) for Local and International Employment
10. Processing of Request for Application for Certification (Informative copy of grades, Good Moral Character, Enrollment, Certified True Copy of any document issued by the Registrar's Office)
11. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal
12. Processing of Request for Credentials Service (Diploma)
13. Processing of Request for Informative Copy of Grades Service
14. Processing of Request for Leave of Absence Service
15. Processing of Request for Polytechnic University of the Philippines College Entrance Test (PUPCET) On-Line Application Service
16. Processing of Request for Cross Enrollment Service
17. Processing of Student Enrollment during Adjustment Period
18. Processing of Request for Credentials Service (Transcript Of Records)

Intellectual Property Management Office

1. Copyright Application of Students' Research
2. Patent/Utility Model/Trademark/Industrial Design Application of Students
3. Similarity Check Certification Services for Students

Laboratory High School (LHS)

1. Processing of Application for PUP Laboratory High School Entrance Examination (LHSEE)
2. Processing Admission of Incoming Grade 7 Students
3. Processing of Enrolment of New Grade 7 Students
4. Processing of Request for Credentials (SF 10 or Transcript of Records, Certification, Diploma)
5. Processing of Enrollment for Old Students (Grade 8-10)
6. Processing of Student Clearance LHS Principal's Office
7. OJT Deployment
8. Processing of Request for Field Study / Practice Teaching Accommodation
9. Processing of Student Clearance LHS Registrar's Office

Marcelo H. Del Pilar Campus

1. Management of Function Rooms and Other Event Venues Utilization Services.
2. Management of Female Student Dormitory Residency
3. Management of Transient Guest Accommodation
4. Hostel Housekeeping Management Service

Medical Services Department

1. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation)
2. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents
3. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students
4. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation) - Referral
5. Dental Consultation and Treatment Services (face to face) for Emergency Cases of Students - Referral
6. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation) - Follow-up
7. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents - Follow-up
8. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents - Referral
9. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students - Follow - up
10. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students - Referral
11. Medical Consultation and Treatment for Emergency Cases of Students (Face-to-Face)
12. Medical Consultation and Treatment for Non-Emergency Cases for Students and Dependents (Face-to-Face)
13. Medical Consultation and Treatment for Non-Emergency Cases of Students and Dependents (Teleconsultation/On-line consultation)
14. Issuance of Medical Clearance/ Medical Certificate for Students
15. Dental Consultation and Treatment Services (face to face) for Emergency Cases of Students with Follow-up

National Service Training Program

1. Changing of National Service Training Program (NSTP) Components (Face-to-Face Transaction)
2. Clearing of National Service Training Program (NSTP) Deficiency (Face-to-Face Transaction)
3. Accreditation of National Service Training Program (NSTP) Component (Face-to-Face Transaction)
4. Changing of National Service Training Program (NSTP) Components (Online Transaction)
5. Clearing of National Service Training Program (NSTP) Deficiency (Online Transaction)

Office of Scholarship and Financial Assistance

1. Issuance of Certification of No Scholarship Services (Walk-In)
2. Issuance of Certification of Scholars' Records Services (Walk-In)
3. Scholarship and Grants Acquisition Services
4. Clearing of Scholar's Deficiency Services
5. Issuance of Certification of Scholars' Records Services (Online)
6. Issuance of Certification of No Scholarship Services (Online)

Office of Student Services

1. Issuance of Good Moral Certificate
2. Issuance of Lost and Replacement of Identification Card
3. Issuance of Permission of Student Development Center
4. Processing of Application for Student Fund-Raising
5. Processing of Request for On-Campus Student Activities
6. Processing of Student Application for Off-Campus Activities
7. Release of student request for medals

Office of the Counseling and Psychological Services

1. Counseling Interview
2. Counseling Interview (On-line)/Tele-Counseling Interview
3. Issuance of Admission Slip
4. Issuance of Duplicate Copies of Webinar/Seminar Certificate
5. Issuance of Good Moral Character for Board Exam
6. Issuance of Recommendation Certificate
7. Issuance of Recommendation Certificate (On-line)
8. Psychological Testing and Assessment Service: For Dorm Applicant
9. Psychological Testing and Assessment Service: For Administrative Applicants (For Hiring)
10. Psychological Testing and Assessment Service: For On-the-Job Training (OJT) Students (Group Testing)
11. Psychological Testing and Assessment Service: For On-the-Job Training (OJT) Student (Individual Testing)
12. Psychological Testing and Assessment Service: For Post Baccalaureate (College of Education)
13. Psychological Testing and Assessment Service: For the College of Law
14. Psychological Testing and Assessment Service: For Transferees
15. Psychological Testing and Assessment Service: For Faculty Applicants (For Hiring)
16. Psychological Testing and Assessment Service: For Shifter

Office of the Learning Management System

1. Creation of Cyber Classroom in the eMabini Portal
2. Generation of New Account in the eMabini Portal for Course Specialist
3. Generation of New Account in the eMabini Portal for Students
4. Tagging of Courses- For Old Student's Account
5. Tagging of Courses- For Old Course Specialist Account

Office of the University Registrar

1. Processing of Request for Cross Enrollment Service (PUP Campuses to PUP Main Campus)
2. Processing of Request for Polytechnic University of the Philippines College Entrance Test (PUPCET) On-Line Application Service
3. Processing of Request for Cross Enrollment Service (Main Campus to Campuses/Institute of Technology/Open University System)
4. Processing of Request for Re-Admission (Returning Student) Service
5. Processing of Request Transfer Admission from Another School to PUP Main Campus Service
6. Processing of Request to Transfer of Enrollment within PUP System Service
7. Processing of Request for Admission in Second Degree Program Service
8. Processing of Request for Application for Graduation for SIS Students Service
9. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service
10. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service
11. Processing of Request for Course Accreditation for Shiftees and Regular Students Service
12. Processing of Request for Course Accreditation for Transferee Service
13. Processing of Request for Academic Verification Service (Walk-In)
14. Processing of Request for Academic Verification Service (On-line)
15. Processing of Request for Credentials Service (Certificate of Attendance, Certificate of Graduation, Certificate of Medium of Instruction, Certificate of General Weighted Average (GWA), Certificate of Non Issuance of Special Order and Certified True Copy (CTC))
16. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE))
17. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE) for DFA (for UAE and Qatar))
18. Processing of Request for Certificate of Transfer Credential / Honorable Dismissal Service
19. Processing of Request for Credentials Service (Course Description)
20. Processing of Request for Credentials Service (Diploma Second and/or Replacement Copy)
21. Processing of Request for Credentials Service (Diploma First Copy)
22. Processing of Request for Credentials Service (Transcript of Records-First Copy for New Graduate)
23. Processing of Request for Credentials Service (Transcript of Records-Second and Succeeding Copies and Copy for Another School)
24. Processing of Request for Credentials Service (Transcript of Records-For Non-Graduates and Non-Sis Students or Manual)
25. Processing of Request for Credentials Service (WES Form, ICES Form, IQAS Form)
26. Processing of Request for Informative Copy of Grades Service
27. Processing of Request for Leave of Absence Service
28. Processing of Request for First Year Students Admission Service
29. Processing of Request for Credentials Service (Multiple Credentials Request)

Open University System

1. Processing of Request for Qualifying Examination for Post Baccalaureate Diploma in Information Technology and Graduate Programs Service
2. Processing of Request for Polytechnic University of the Philippines College Entrance Test for Open University System On-line Application Service
3. Processing of Request for First Year Student Admission Service under Open University System
4. Processing of Request for First Year Student Admission Service (Graduate Programs and Post Baccalaureate Diploma in Information Technology)

5. Processing of Request for Higher Year Enrollment Service
6. Processing of Request for Cross-Enrollment Service
7. Processing of Request for Re-Admission (Returning Student) Service
8. Processing of Request for Application for Comprehensive Examination Service
9. Processing of Request for Application for Graduation Service Through Student Information System (SIS)
10. Processing of Request for Application for Graduation Service Through Online Document Request System (ODRS).
11. Processing of Request for Application for Shifting and Change of Course Curriculum Service
12. Processing of Request for Transfer of Credit/s Service
13. Processing of Request for Correction of Entry and Completion of Incomplete Grade Service
14. Processing of Request for the Correction and Updating of Student Information System (SIS) Profile Service
15. Processing of Request for Informative Copy of Grades (ICG)
16. Processing of Request for Credentials Service (Transcript of Records – First Copy of New Graduates, Non-Graduates and Non-SIS students or Manual)
17. Processing of Request for Credentials Service (Certifications)
18. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE))
19. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal Service
20. Processing of Request for Leave of Absence Service
21. Processing of Request for First Year Student Admission Service (Senior High School, High School, ALS/PEPT graduates)
22. Processing of Request for Polytechnic University of the Philippines Open University System Admission Evaluation for Transferees On-line Service
23. Processing of Request for First Year Student Admission Online Service under Open University System
24. Processing of Request for Credentials Service (Transcript of Records – Second and Succeeding Copies and Copy for Another School)
25. Processing of Request for Academic Verification Service (On-line) under Open University System
26. Processing of Request for Academic Verification Service (Walk-In) under Open University System
27. Processing of Request for e-Helpdesk for Public Service

Physical Planning and Development Office

1. Issuance of Work Permit to Contractor for On-Going Construction Projects
2. Processing of Contractor's Request of 15% Advance Payment for On-Going Construction Projects
3. Processing of Contractor's Request of Progress Billing for On-Going Construction Projects
4. Processing of Contractor's Request of Final Progress Billing for Completed Construction Projects
5. Processing of Contractor's Request Of 10% Retention for Completed Construction Projects

Procurement Management Office

1. Request for Project Extension
2. Issuance of Certificate of Final Acceptance/Completion
3. Refund of Bid Security
4. Refund of Performance Security/Bond
5. Request for Contract Termination
6. Verification of Supplier's Performance
7. Supplier's Inquiries

Property and Supply Management Office

1. ISSUANCE OF GATE PASS FOR NON- PUP PERSONNEL

Research Institute for Culture and Language

1. TRANSLATION SERVICE

Research Institute for Science and Technology

1. Request and Approval to Schedule the Use of Research Institute for Science and Technology (RIST) Laboratory and Expert Services (External)
2. Request for Verification of Plant Specimens (External)
3. Request and Approval for Internship Program (External)
4. Request and Approval for Storage and Accessioning of Microbial Culture Collections (External)

Research Management Office

1. Students Request for Ethics Review and Clearance
2. Students Request for Research Paper Presentation Financial Assistance
3. Students Request for University Publication Assistance, Publication and Citation Incentives
4. Request for Ethics Review and Clearance from other Institutions

Research Publications Office

1. Processing of Thesis/Dissertation Editing Services

Resource Generation Office

1. Issuance of Closure Order
2. Issuance of Permit (Ingress and Egress)
3. Request for Release of Warranty and Performance Bonds
4. Issuance of Business Contracts and Permits

Senior High School (SHS)

1. Processing of Request for Department of Education School Form 10 or Form 137 (FIRST COPY)
2. Processing of Enrollment for Incoming Grade 11 Students
3. Processing of Request for Department of Education School Form 10 or Form 137 (Certified True Copy and Succeeding Copies)
4. Processing of Request for Certification of the following Documents: Informative Copy of Grades, Good Moral Character, Batch/Strand Ranking, Enrollment and Certified True Copy of Documents
5. Processing of Request for Honorable Dismissal
6. Processing of Application for Graduation Requirements
7. Processing on the Release of Graduation Credentials

Special Programs and Projects Office

1. REQUEST OF ACCESS PASS / WORK PERMIT

Sports Development Program Office

1. Request for Student-Athlete Certification

2. Request for Tune-Up Games

University Board Secretary

1. Issuance of Board of Regents (BOR) Certification Regarding Board Approval of Academic Program/Curriculum as one of the requirements for Civil Service Commission (CSC) Eligibility application

University Center for Culture and the Arts

1. Request for Cultural Performance - Non-PUP Units

University Library

1. Processing of Library Patron Account Registration and Validation
2. Processing of Borrowing of Library Materials
3. Processing of Issuance of Permission to Use University Library Facilities
4. Processing of Visitors' Request for Library Use
5. Processing of Request for Library Referral Letter
6. Process of Returning of Library Materials (No Accountability)
7. Processing of Library Clearance (No Accountability)
8. Process of Returning of Library Materials (w/ Accountability)
9. Processing of Library Clearance (w/ Accountability)

University Records Management Office

1. Issuance of Certified True Copies of Controlled Records and Other Documents (Students)

University Safety and Security Office

1. Security Protection for VIP Guests
2. Request for Campus Access
3. Request for CCTV Footage Review
4. Campus Activity Security Provision

Internal Services**Accounting Department**

1. Request for Certificate of No Unliquidated Cash Advance
2. Request for Certificate of Take Home Pay
3. Request for Issuance of Fund Status Report

Alumni Relations and Career Development Office

1. Issuance of Certification of Memorandum of Agreement or Understanding Availability

Budget Services Office

1. First Stage of Allotment Certification
2. Second Stage of Allotment Certification
3. Issuance of Budget Allocation Form (BAF)

Campus Administrative Office

1. Circulation Services
2. Consultation and Treatment Services for Emergency Dental Cases of Faculty and Administrative Employees (With Referral)
3. Consultation and Treatment Services for Emergency Medical Cases of Faculty and Administrative Employees (With Referral)
4. Consultation and Treatment Services for Non-Emergency Medical Cases of Faculty and Administrative Employees (For New Patients)
5. Issuance of Annual Medical Clearance (With Referral)
6. Issuance of Dental Clearance (With Referral)
7. Issuance of Dental Clearance (Without Referral)
8. Consultation and Treatment Services for Emergency Dental Cases of Faculty and Administrative Employees (Without Referral)
9. Consultation and Treatment Services for Non-Emergency Dental Cases of Faculty and Administrative Employees (New Patients)
10. Consultation and Treatment Services for Non-Emergency Dental Cases of Faculty and Administrative Employees (For Follow-up Cases)
11. Consultation and Treatment Services for Emergency Medical Cases of Faculty and Administrative Employees (Without Referral)
12. Consultation and Treatment Services for Non-Emergency Medical Cases of Faculty and Administrative Employees (For Follow-up Cases)
13. Issuance of Annual Medical Clearance (Without Referral)

College of Law

1. Processing of Request for PUP College of Law Entrance Examination (CLEE) On-Line Application Service
2. Processing of Request for First Year Students Admission Service
3. Processing of Request for Credentials Service (Transcript of Records-First Copy for New Graduate)
4. Processing of Request for Re-Admission (Returning Student) Service
5. Processing of Request for Application for Graduation Service
6. Processing of Request for Informative Copy of Grades Service
7. Processing of Request for Leave of Absence Service
8. Processing of Request for Credentials Service (Course Description)
9. Processing of Request for Credentials Service (Transcript of Records-Second and Succeeding Copies and Copy for Another School)
10. Processing of Request for Academic Verification Service
11. Processing of Request for Credentials Service (Certificate of Attendance, Certificate of Medium of Instruction, Certificate of General Weighted Average (GWA), Certificate of Non Issuance of Special Order and Certified True Copy (CTC))
12. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal Service
13. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service
14. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service
15. Processing of Request for Credentials Service (Diploma)
16. Processing of Request for Credentials Service (Transcript of Records-For Non-Graduates and Non-Sis Students or Manual)

Disaster Resilience Institute

1. Disaster Training, Education and Public Awareness for Disaster Prevention and Mitigation

Extension Management Office

1. Enlistment For Child-Care Services
2. Institutional Funding Requests from Faculty Members and Administrative Employees

Facility Management Office

1. Request for the Reservation of University Facility (Internal: Curricular/Co-curricular Activities)

Faculty Evaluation Office

1. Process of determining the academic rank of tenured track faculty members using Joint Circular criteria.
2. Process of determining the academic rank for non-tenured track faculty members using institutional evaluation criteria.
3. Process of determining the academic re-ranking of faculty members seeking promotion based on merit.

Gender and Development Office

1. Collaboration for GEDSI-related Project/Program/Activity
2. GEDSI Mainstreaming Activities
3. GEDSI Technical Advisory

General Administrative Support Services

1. Request for catering service approved by Budget Office and PUP President or Vice President for Finance
2. Vehicle Reservation for Employees and Faculty Members

Human Resource Management Department

1. Issuance of Certificate of Compliance
2. Issuance of Certificate of Employment
3. Issuance of Certificate of Performance Evaluation Rating
4. Issuance of Service Record
5. Issuance of Certificate of Employment with Compensation
6. Processing of Special Order
7. Evaluation and Recommendation of Request for Trainings, Seminars and Staff Development Activities
8. Analysis of the Submitted Post-Activity Report

Information and Communications Technology Office

1. Request for Data Generation (Complex)
2. Request for ICTO Facility Reservation with Corresponding Fees (Complex)
3. Request for Information System Enhancement (Highly Technical)
4. Request for Information System Project Advising (Highly Technical)
5. Request for Information Systems Support for PUP Academic and Administrative Personnel (Simple)
6. Request for Information Systems Support for PUP Academic and Administrative Personnel (Complex)
7. Request for IT Hardware and Software Technical Support (Simple)
8. Request for IT Hardware and Software Technical Support (Complex)
9. Request for IT Network Technical Support (Simple)
10. Request for IT Network Technical Support (Complex)
11. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Simple)
12. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Complex)
13. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Highly Technical)
14. Request for IT Security-Related Support (Highly Technical)
15. Request for Webmail Technical Support for PUP Academic and Administrative Personnel (Simple)
16. Request for Webmail Technical Support for PUP Academic and Administrative Personnel (Complex)
17. Request for ICTO Facility Reservation without Fees (Simple)

Inspection Management Office

1. Inspection of Consultancy and Other Services
2. Inspection of Goods (Supplies, Materials, and Equipment)
3. Inspection of Goods (Supplies, Materials, and Equipment) - Operations Purchases

Institute for Data and Statistical Analysis

1. Request for Data Analysis (Simple)
2. Request for Data Analysis (Complex)
3. Request for the Results of the Graduate Tracer Study (GTS) of Academic Units

Institutional Quality Management System Office

1. Control of Documented Information
2. Issuance of ISO Activity Certification

Intellectual Property Management Office

1. Patent/Utility Model/Trademark/Industrial Design Application of Faculty Members and Administrative Employees
2. Similarity Check Certification Services for Faculty Members and Administrative Employees
3. Copyright Application of Faculty Members and Administrative Employees Research

Internal Audit Office

1. EVALUATION AND ISSUANCE OF CERTIFICATE OF COMPLIANCE (COC) FOR OFFICE, COLLEGE, & SECTOR PLANNING ACTIVITIES FUNDED BY THE UNIVERSITY.

Laboratory High School (LHS)

1. Processing of Faculty Clearance LHS Registrar's Office
2. Processing of Request for Encoding in SIS and Approval of Faculty Loads
3. Processing of Faculty Clearance LHS Principal's Office

Marcelo H. Del Pilar Campus

1. Management of Administrative Employee and Faculty Dormitory Residency

2. Certification of Dormitory Residency

Medical Services Department

1. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Teleconsultation or on-line consultation)
2. Issuance of Annual Dental Clearance for Faculty and Administrative Employees
3. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Tele-consultation or on-line - consultation) - Follow up
4. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Tele-consultation or on-line consultation) - Referral
5. Issuance of Dental Certificate of Compliance for Faculty and Administrative in Campuses and Branches
6. Dental Consultation and Treatment Services for Emergency Cases of Faculty and Administrative Employees - Referral
7. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees - Follow-up
8. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees - Referral
9. Medical Consultation and Treatment for Emergency Cases of Faculty and Administrative Employees (Face-to-Face)
10. Issuance of Medical Clearance for Annual Medical Examination (Faculty and Administrative Employees)
11. Medical Consultation and Treatment for Non-Emergency Cases of Faculty and Administrative Employees (Teleconsultation/On-line consultation)
12. Medical Consultation and Treatment for Non-Emergency Cases of Faculty and Administrative Employees (Face-to-Face)
13. Dental Consultation and Treatment Services for Emergency Cases of Faculty and Administrative Employees with follow-up
14. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees

Office of International Affairs

1. Processing of Request for CHED Endorsement for Assessment/ Certification of Legitimacy of International Conference or Meeting

Office of Scholarship and Financial Assistance

1. Scholarship and Grants Data Request Services

Office of Student Services

1. Release of request for medals from colleges and campuses

Office of the Counseling and Psychological Services

1. Counseling Referral
2. Psychological Testing and Assessment Service: For PUP Administrative Personnel Applying for Teaching Position

Physical Planning and Development Office

1. Conceptual Design Preparation Services (Interior Design, Architectural and Engineering)
2. Conceptual Design Preparation Services (Budgetary Cost Estimate)

Procurement Management Office

1. Internal Inquiries

Property and Supply Management Office

1. Approval of request for common-use supplies
2. Re-Issuance of Equipment and/or Semi-Expendable Property
3. Return of Equipment, Semi-Expendable Property and Materials
4. Processing of Accountability Clearance of Teaching and Non- Teaching Personnel
5. Processing of Clearance of Teaching and Non- Teaching Personnel Without Property Accountability
6. ISSUANCE OF GATE PASS FOR PUP PERSONNEL
7. Property and Supply Management Office Action on Written Request
8. MANUAL REQUISITION AND ISSUANCE OF COMMON-USE SUPPLIES IN CASE OF INTERRUPTION IN THE OPERATION OF THE SUPPLIES INVENTORY MANAGEMENT SYSTEM (SIMS) DUE TO UNFORESEEN EVENTS
9. Issuance of Common-use Supplies
10. REQUISITION AND ISSUANCE OF SUPPLIES THAT ARE BEING USED BY SPECIFIC END-USERS

Research Institute for Culture and Language

1. Institute Research Capability Building Activity

Research Institute for Science and Technology

1. Request and Approval for Internship Program (Internal)
2. Request and Approval for Storage and Accessioning of Microbial Culture Collections (Internal)
3. Request and Approval to Schedule the Use of Research Institute for Science and Technology (RIST) Laboratory and Expert Services (Internal)
4. Request for Verification of Plant Specimens (Internal)

Research Management Office

1. Application for Merit Promotion based on Research Production, Publication, and Citation
2. Request for Research Funding Support
3. Faculty Request for Research Paper Presentation Financial Assistance
4. Request for Thesis and Dissertation Assistance and Grant
5. Request for University Publication Assistance, Publication and Citation Incentives
6. Faculty Request for Ethics Review and Clearance

Research Publications Office

1. Processing of Special Research Publications Editing
2. Processing of Special Research Publications Layout/Design

Resource Generation Office

1. PUP OVERNIGHT PARKING

Sports Development Program Office

1. Request for Coach Certification
2. Request for Wellness Program

University Center for Culture and the Arts

1. Talent Assessment of Regular Student Artists
2. Request for Cultural Performance – PUP Units

University Legal Counsel Office

1. Review of Memoranda of Agreement (MOAs) and Contracts of Colleges and Offices
2. Issuance of Certificate of No Pending Case
3. Legal Opinion
4. Review of Memoranda of Agreement (MOAs) and Contracts of Colleges and Offices (Internship Program)

University Library

1. Processing of Library Patron Account Registration and Validation
2. Process of Borrowing Library Materials
3. Processing of Issuance of Permission to Use University Library Facilities
4. Processing of Request for Issuance of Referral Letter
5. Process of Returning of Library Materials (No Accountability)
6. Processing of Library Clearance (No Accountability)
7. Process of Returning of Library Materials (w/ Accountability)
8. Processing of Library Clearance (w/ Accountability)

University Printing Press

1. Layout, Printing to Post-Printing Services
2. Layout Services
3. Printing Services
4. Layout Plus Printing Services
5. Post-Printing Services

University Records Management Office

1. Issuance of Certified True Copies of Controlled Records and Other Documents
2. Sending Communication to External Stakeholders
3. Online Issuance of Certified True Copies of Controlled Records and Other Documents

University Safety and Security Office

1. Request for CCTV Footage Review
2. Request for Campus Access
3. Campus Activity Security Provision

External Services

Accounting Department

1. Verification of Outstanding Accounts for General Clearance

This refers to verification of outstanding accounts for the application of the following services:

1. Graduation;
2. Honorable Dismissal;
3. Comprehensive Examination;
4. Re-Admission; and
5. Student Academic Records/Credentials

Office or Division:	Accounting Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Accomplished General Clearance Form

(1) Original Copy

Agency - Division: PUP - Registrars Office

Remarks:

PUP Registrar's Office Window 1 "Receiving Section" or PUP Website
www.pup.edu.ph

3. Identification Card

PUP ID / Registration Card / PUP ID

Sub Requirement

3.A. If the listed identification is not available, present any valid ID that bears the clear name of the student.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request to the Billing and Collection Section - Accounting Department via PUP Sinta or in person to inquire about the outstanding accounts. Present / attach a copy of PUP ID / Registration card / Alumni ID for verification. Location: https://pupsinta.freshservice.com/support/home	1.1. Check the account balance of the student in the SIS or SASS .	None	10 minute/s	• Administrative Staff; Billing and Collection Section
Billing and Collection Section - Accounting Department, Ground Floor, South Wing , PUP Main Building	1.2. If there is no outstanding balance, email/instruct the student to submit to the Billing and Collection Section the General Clearance Form and present any of the requirements for verification before signing the clearance. If with outstanding balance, email/print the statement of account and advise the student to settle the said amount to the Fund Management Office prior the signing of the clearance.		30 minute/s	• Administrative Staff; Billing and Collection Section

2. Submit the General Clearance Form Location: Billing and Collection Section - Accounting Department, Ground Floor, South Wing, PUP Main Building	2. Check and verify the completeness of the General Clearance Form prior signing by the Chief of the Billing and Collection Section.	None	10 minute/s	• Administrative Staff; Billing and Collection Section • Chief; Billing and Collection Section
3. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	3. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Administrative Staff; Billing and Collection Section
Total Processing Time:	Working Days: 1 hour/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Order of Payment

The Order of Payment involves the systematic preparation, verification, and issuance of payment orders for various fees and transactions. This is intended for PUP employees and outside clients.

Office or Division:	Accounting Department			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty Members and Administrative Employees Outside clients who availed the services offered by PUP			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Service Request Form (1) Electronic Copy	Applicant / Client			
Remarks:	Accomplished Service Request through PUP SINTA (https://pupsinta.freshservice.com/support/home)			
2. Statement of Referral (1) Original Copy Or (1) Electronic Copy	Agency - Division: Resource Generation Office or any office requesting the payment - PUP			
Remarks:	If the request will be on site, original copy of statement of referral If the request will be online, attached the scanned copy of statement of referral in the Service Request Form in PUP SINTA			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request to the Billing and Collection Section of the Accounting Department via PUP Sinta or in person. A Statement of Referral should be attached or submitted. Requests without the referral will not be accommodated. Location: https://pupsinta.freshservice.com/support/home Billing and Collection Section - Accounting Department, Ground Floor, South Wing, PUP Main Building	1. Receive and verify the submitted Statement of Referral from the client. Once verified, encode the request in the system.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Staff; Billing and Collection Section
2. Claim the request to the Billing and Collection Section of the Accounting Department Location: Billing and Collection Section - Accounting Department, Ground Floor, South Wing, PUP Main Building	2. If the request was made through the PUP SINTA, email back the Order of Payment Form to the client and instruct the client to print the form and present it to the Fund Management Office upon payment. If the request was made onsite, print and release the Order of Payment form and instruct the client to proceed to the Fund Management Office for payment.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Staff; Billing and Collection Section
3. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	3. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Billing and Collection Section
Total Processing Time:	Working Days: 1 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Request for Refund and/or Offsetting of Over payment of Tuition Fees, Miscellaneous Fees, or Other School Fees

This refers to request for refund of overpayments or offsetting of Tuition Fees, Miscellaneous Fees, and Other School Fees.

Office or Division:	Accounting Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All students who are currently enrolled and alumni of PUP
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Service Request Form (1) Electronic Copy	Applicant / Client
Remarks:	
Remarks:	
Accomplished Service Request through PUP SINTA (https://pupsinta.freshservice.com/support/home)	
2. Letter of Request (1) Original Copy	Applicant / Client
3. Statement of Account (1) Original Copy	Agency - Division: PUP - Billing and Collection Section
4. Refund Request Form (1) Original Copy	Agency - Division: PUP - Billing and Collection Section
5. PUP Issued IDs Any of the following: a. Student ID b. Registration Card c. Alumni ID	
Remarks:	
ID/s must be presented during onsite transactions Electronic copy - online request thru PUP Sinta (https://pupsinta.freshservice.com/support/home)	
6. Official Receipt (1) Original Copy	Agency - Division: PUP - Fund Management Office
For Situational Requirement	
A. Optional (Proof of cancellation of services and discontinued requests)	
Sub Situational Requirement/s	
A.a. Cancelled ODRS	
A.a.1. Proof of Cancellation (1) Original Copy	Agency - Division: PUP - Registrars Office
A.a.2. Discontinued Memorabilia (1) Original Copy	Agency - Division: PUP - Alumni Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the request to the Billing And Collection Section of the Accounting Department via PUP Sinta or in person to inquire about the overpayment. Present / attach a copy of PUP ID / Registration card / Alumni ID for verification.</p> <p>Location:</p> <p>https://pupsinta.freshservice.com/support/home</p> <p>Billing And Collection Section - Accounting Department, Ground Floor, South Wing, PUP Main Building</p>	1.1. Check in the SIS or SASS if the client has an overpayment. If entitled, inquire/email the student if he/she opt for offset or refund.	None	10 minute/s	• Administrative Staff; Billing and Collection Section
	1.2. If opt for a refund, instruct/email the student to submit to the Billing And Collection Section the needed requirements. If he/she opt for offsetting, the Chief of the Billing And Collection Section will make the necessary adjustments in the SIS or SASS		10 minute/s	• Administrative Staff; Billing and Collection Section • Chief; Billing and Collection Section
2. Submit the needed requirements for the processing of the refund.	2. Check and verify the completeness of the submitted documents. Once verified, instruct the student to wait for the advise of the Fund Management via email for the refund.	None	30 minute/s	• Administrative Staff; Billing and Collection Section
3. Accomplish the OCSS Evaluation through PUP SINTA	3. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Administrative Staff; Billing and Collection Section
Total Processing Time:	Working Days: 1 hour/s			
Total Processing Fee:	Total Standard Fee: None			

Alumni Relations and Career Development Office

1. Issuance of Student/ Alumni Referral and Recommendation

This is a letter that recommends a PUP Student/Alumni to an industry for a full-time, part-time, summer employment, or internship opportunities.

Office or Division:	Alumni Relations and Career Development Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students and Alumni
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Gate Pass through PUP Visitor's Lounge or Appointment System (VASS)
(Sample: None None)

Remarks:

For scheduled visit and walk in : Visitor Lounge or
<https://apps.pup.edu.ph/appointment>

Agency - Division: Polytechnic University of the Philippines - PUP Visitor's Lounge or <https://apps.pup.edu.ph/appointment>

2. 2. Duly Accomplished Student/ Alumni Request Form (PUP-STRF-5-ARCD-006)
(1) Original Copy

Remarks:

Physical copy of the form is available at PUP Career Center or email us at
career_alumni@pup.edu.ph

Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

For Situational Requirement

A. Identification Card (ID)

Sub Situational Requirements

A.a. For Student

A.a.1. The students of PUP can present

Any of the following:

A.a.1.A. PUP Student Identification Card (PUP ID)
(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

A.a.1.B. Certificate of Registration (COR)
(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Service

A.a.1.C. Certificate of Grades (COG)
(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

A.b. For Alumni

A.b.1. Proof Identification as PUP Alumni or Graduates

Any of the following:

A.b.1.A. Transcript of Record (TOR)
(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

A.b.1.B. Dummy Diploma
(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines -
Office of the University Registrar

A.b.2. Any Government-Issued Identification Card
(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

Tin ID- Bureau of Internal Revenue

Postal ID- Philippine Postal Corporation

Passport- Department of Foreign Affairs and Services

UMID - Government Service and Insurance System/ Social Security System

Driver License- Land Transportation Office

Voter's ID- Commission of Election

Philhealth ID - Philippine Health and Insurance Corporation

PAGIBIG Loyalty Card/ ID- Pag-ibig Fund

PRC ID - Professional Regulatory Office

Barangay ID- Local Barangay Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Approach Receiving Clerk or email request at career_alumni@pup.edu.ph Location: PUP Career Center, (3F) Sampaguita Building Notes/Instruction: For Online Client: Email at career_alumni@pup.edu.ph or 63253351756 For Walk-in Client PUP Career Center</p>	<p>1. Greet the client or acknowledge client request before issuance of the Student/Alumni Request Form (PUP-STRF-5-ARCD-006)</p>	None	2 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office
2.The client may choose to file their request				
<p>For Walk-in Client 2.A.Receive, fill out and return the properly filled out Student/Alumni Request Form (PUP-STRF-5-ARCD-006). Location: PUP Career Center, (3F) Sampaguita Building</p>	<p>2.A.1. Receive, check the completeness of filled-out Student/Alumni Request Form (PUP-STRF-5-ARCD-006) and informed the client on the next step</p>		2 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
	<p>2.A.2. After the Approval of Student/Alumni Request Form (PUP-STRF-5-ARCD-006) , prepare the Letter of Recommendation or Referral</p>	None	6 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office

<p>If Online Client 2.B.Receive, fill out, and return the filled out Student/Alumni Request Form (PUP-STRF-5-ARCD-006) through email. Location: For Online Client: Email at citizen_alumni@pup.edu.ph</p>	2.B.1. Receive, acknowledge, and check the completeness of the Student/Alumni Request Form (PUP-STRF-5-ARCD-006) before printing for the Director's Approval	None	3 hour/s	<ul style="list-style-type: none"> • Administrative Aide; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
	2.B.2. After the Approval of Student/Alumni Request Form (PUP-STRF-5-ARCD-006) , prepare the Letter of Recommendation or Referral		6 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
3. Receive, verify, and confirm correctness of Letter of Recommendation Location: PUP Career Center, (3F) Sampaguita Building Notes/Instruction: <i>Notes/Instructions:</i> For Online Client: Email at citizen_alumni@pup.edu.ph or 63253351756 For Walk-in Client PUP Career Center	3. Release or send the client the Letter of Referral or Recommendation and confirm its correctness.	None	4 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office
General Remarks: Failure to comply with the set of requirements will not be accommodated. <i>Cut-off time:</i> 12:00 pm (All requests received after the cut-off time will be processed the next working day).				
Total Processing Time:				
*For For Walk-in Client	Working Days: 1 working day/s, 6 hour/s			
*For If Online Client	Working Days: 1 working day/s, 7 hour/s			
Total Processing Fee:				
*For For Walk-in Client	Total Standard Fee: None			
*For If Online Client	Total Standard Fee: None			

2. Participation in University Job Fairs, Recruitment Activity, and Career Roadshows(Over-the-Counter Payment)

This is an event where companies/industries/agencies/institutions participate in the University organized events such as Job Fairs, Recruitment Activity, and Career Roadshows.

Office or Division:	Alumni Relations and Career Development Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Company/ Industry/Agency/Institution
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Gate Pass Through PUP Visitor's Lounge or Appointment System (VASS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - PUP Visitor's Lounge or https://apps.pup.edu.ph/appointment
Remarks: <i>For scheduled visit and walk in : Visitor Lounge or https://apps.pup.edu.ph/appointment</i>	
2. DOLE Registry of Establishment (DOLE Rule 1020) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
3. Updated Business/mayor's permit (1) Electronic Copy	Agency - Division: City/Municipality - Business Permit and Licensing Office
4. Updated Phil-Job Net List of Job Vacancies (screenshot) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
5. Industry/Company/Agency/Institution may present any of the following Any of the following:	
5.A. Certificate of No/With Pending Case (6 months validity) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
5.B. Certificate of No/With Pending Case (6 months validity) (1) Electronic Copy	Agency - Division: National Labor Relation Commission - National Labor Relation Commission Concerned Division or Office
6. An updated list of Job vacancies with qualifications in MSWord or MS Excel format (segregated by the number of males or females for each position) (1) Electronic Copy	Applicant / Client
7. Updated Phil-Job Accreditation (screenshot) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
8. Properly filled-out Event Gate Pass (PUP-GAPA-5-ARCD-005) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office
9. Properly filled-out Placement Report Form (PUP-PREF-5-ARCD-015) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office
10. Properly filled-out DOLE Summary Report Form (PUP-DJFR-5-ARCD-011) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails ARCDO or proceed to the ARCDO Receiving Clerk to submit Reply Slip or Confirmation Form Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: <i>For Online Client: Email at career.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i>	1.1. Acknowledge email, verify transaction details/ request and issue confirmation on the availability of sponsorship slot together with event guidelines and other information needed	None	2 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office
	1.2. After verification and confirmation of availability of slot through email, confirm to the client if there is a need for a Billing Statement	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office
2. Before payment, the billing statement can be requested.				
If the billing statement is requested. 2.A. Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secures necessary information needed for billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
	2.A.2. Prepares and emails billing statement request to the General Accounting Office Director		6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office Director; Alumni Relations and Career Development Office
	2.A.3. Prepares Billing Statement		3 working day/s	<ul style="list-style-type: none"> Administrative Aide; General Accounting Section Director; General Accounting Section
	2.A.4. Secure, check information on the requested Billing statement from the General Accounting Office for accurateness		6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
If the billing statement is not requested 2.B. Proceed to payment of the fees Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepares instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office

3. Get Payment Request Form with assessed fee/s and procedure of payment (PUP-PARF-5-ARCD-007) then go to the General Accounting Office for the issuance of the Order of Payment Form Location: Accounting Office	3.1. Issue Payment request Form (PUP-PARF-5-ARCD-007) and direct client to proceed at the General Accounting Office to secure Order of Payment Form.	None	5 hour/s, 30 minute/s	• Administrative Aide ; Alumni Relations and Career Development Office
	3.2. Prepare and Release the Order of Payment Form and direct the client to go to the Fund Management Office (Cashier's Office) for Payment		6 hour/s, 30 minute/s	• General Accounting Personnel; General Accounting Section
4. Pay the required fee/s, receive the Official Receipts and wait for the Services Location: Fund Management Office	4.1. Accept payment, prepares, issues Official Receipts and direct the Client to go back to ARCDO	Possible Fees Breakdown: Major Sponsor: PHP 50000 Minor Sponsor: PHP 30000 Government Institution/Agency: PHP 0	6 hour/s, 30 minute/s	• Fund Management Office Personnel; Fund Management Office
	4.2. Receives the Official Receipts from the Client and reconfirmed the service details to receive the Service Requested		6 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office
	4.3. Confirm participation, check and verify the submission of other documentary requirement		3 working day/s	• Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
5. Proceed to the activity venue , manned and install materials and equipment at the designated table/area Location: PUP Main Campus	5. Supervise, man, facilitate the event	None	3 working day/s	• Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
General Remarks Company/agency/institutions that are not yet accredited must comply first with the accreditation procedure. All documentary requirements must bear one registered address and registry name.				
Total Processing Time:				
*For If the billing statement is requested.	Working Days: 17 working day/s, 4 hour/s			
*For If the billing statement is not requested	Working Days: 12 working day/s, 7 hour/s, 15 minute/s			
Total Processing Fee:				
*For If the billing statement is requested.	Total Standard Fee: None See other fees below			
*For If the billing statement is not requested	Total Standard Fee: None See other fees below			
Possible Fees				

Major Sponsor : 50000
Minor Sponsor : 30000
Government Institution/Agency : 0

3. Participation in University Job Fairs, Recruitment Activity, and Career Roadshow(Bank Payment)

This is an event where companies/industries/agencies/institutions participate in the University organized events such as Job Fairs, Recruitment Activity, and Career Roadshows.

Office or Division:	Alumni Relations and Career Development Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Company/ Industry/Agency/Institution
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Visitors Lounge or https://apps.pup.edu.ph/appointment
Remarks:	
Remarks:	
For Walk-in Client: PUP Visitor Lounge Gate Pass	
For Scheduled Client: https://apps.pup.edu.ph/appointment	
2. DOLE Registry of Establishment (DOLE Rule 1020) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
3. Updated Business/mayor's permit (1) Electronic Copy	Agency - Division: City/Municipality - Business Permit and Licensing Office
4. Updated Phil-Job Net List of Job Vacancies (Screenshot) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
5. Industry/Company/Agency/Institution may present any of the following	
Any of the following:	
5.A. Certificate of No/With Pending Case (6 months validity) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
Remarks:	
Date of the Activity must be inclusive on the validity	
5.B. Certificate of No/With Pending Case (6 months validity) (1) Electronic Copy	Agency - Division: National Labor Relation Commission - National Labor Relation Commission Concerned Division or Office
Remarks:	
Date of the Activity must be inclusive on the validity	
6. An updated list of Job vacancies with qualifications in MSWord or MS Excel format (segregated by the number of males or females for each position) (1) Electronic Copy	Applicant / Client
7. Updated Phil-Job Accreditation (Screenshot) (1) Electronic Copy	Agency - Division: Department of Labor and Employment - Department of Labor and Employment Concerned Division or Office
8. Properly filled-out Event Gate Pass (PUP-GAPA-5-ARCD-005) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

9. Properly filled-out Placement Report Form (PUP-PREF-5-ARCD-015)
 (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

10. Properly filled-out DOLE Summary Report Form (PUP-DJFR-5-ARCD-011)
 (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email or proceed to the Receiving Clerk to submit Reply Slip or Confirmation Form Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: <i>For Online Client: Email at citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i>	1.1. Acknowledge email, verify transaction details, request and issue confirmation on the availability of sponsorship slot together with event guidelines and other information needed	None	2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
	1.2. After verification and confirmation of availability of slot through email, confirm to the client if there is a need for a Billing Statement	None	1 working day/s	<ul style="list-style-type: none"> • Administrative Aide; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
2. Before payment, the billing statement can be requested				
If the billing statement should be requested 2.A. Provide the necessary information for the billing statement and once issued, check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secure the necessary information needed for the billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office
	2.A.2. Prepare and email the billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
	2.A.3. Prepare the Billing Statement	None	3 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; General Accounting Section • Director; General Accounting Section
	2.A.4. Secure and check information on the requested billing statement from the General Accounting Office for accuracy	None	6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office

If the billing statement is not requested 2.B. Proceed to payment of the fees. Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepare instructions and procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
3. Pay the required fee/s and send the proof of payment of the fee/s and other documentary requirements. Location: Landbank of the Philippines (any branch)	3.1. Receive and print the proof of payment for Fund Management Office (Cashier) verification process.	Possible Fees Breakdown: Major Sponsor: PHP 50000 Minor Sponsor: PHP 30000 Government Institution/Agency: PHP 0	6 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
	3.2. Verify and confirm transaction receipt/s of the payment made by the client to Landbank, once confirmed, issue Official Receipt/s		5 working day/s	<ul style="list-style-type: none"> Administrative Aide; Fund Management Office
	3.3. Secure Official Receipt/s for the Client.		1 working day/s, 2 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
	3.4. Confirm participation, check, and verify the submission of other documentary requirements.		3 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office
4. Proceed to the activity venue at the designated table/area. Location: PUP Main Campus	4. Supervise, man, facilitate the event	None	3 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office Director; Alumni Relations and Career Development Office
General Remarks				
Note:				
Company/agency/institutions that are not yet accredited must comply first with the accreditation procedure.				
All documentary requirements must bear one registered address and registry name.				
Total Processing Time:				
*For If the billing statement should be requested	Working Days: 21 working day/s, 3 hour/s, 30 minute/s			
*For If the billing statement is not requested	Working Days: 16 working day/s, 6 hour/s, 45 minute/s			
Total Processing Fee:				
*For If the billing statement should be requested	Total Standard Fee: None See other fees below			
*For If the billing statement is not requested	Total Standard Fee: None			

Possible Fees

Major Sponsor : 50000

Minor Sponsor : 30000

Government Institution/Agency : 0

4. Job Opportunities Posting Service (Bank Payment)

The Alumni Relations and Career Development (ARCD) consistently receives requests to post job openings from PUP Partners (industry/agency, agency, institution). Full-time, part-time, summer employment, and internship opportunities are available for PUP students and alumni strategically posted at the University.

Sites for Posting:

Traditional Job Opportunities - Malayang Paskilan, ARCD Bulletin Boards

Online Job Opportunities - PUP Official Website (Jobs for PUPians)

Office or Division:	Alumni Relations and Career Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Government, Business			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks: For Walk-in Client: PUP Visitor Lounge Gate Pass For Scheduled Client: https://apps.pup.edu.ph/appointment</p> <p>2. Letter of Intent (1) Electronic Copy</p> <p>3. Properly fill-out Activity/ Service Request Form (PUP-SARF-5-ARCD-001) (1) Electronic Copy</p>				
<p>Agency - Division: Polytechnic University of the Philippines - Visitor's Lounge https://apps.pup.edu.ph/appointment</p> <p>Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email ARCD or proceed to the ARCD Receiving Clerk to avail the service Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: <i>For Online Client: Email at citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i>	1.1. Acknowledge email, verify transaction details/ request 1.2. Confirm to the client if there is a need for a Billing Statement	None	6 hour/s 1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office
2.Before payment, the billing statement can be requested. If the billing statement is requested. 2.A.Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secure necessary information needed for billing statement request to the General Accounting Office Director 2.A.2. Prepare and emails billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office

				Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
	2.A.3. Prepare Billing Statement		3 working day/s	• Administrative Aide; General Accounting Section • Director; General Accounting Section
	2.A.4. Secure and check information on the requested Billing statement from the General Accounting Office for accurateness		6 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
If the billing statement is not requested 2.B. Proceed to payment of the fees. Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepare instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
3. Pay the required fee/s and send the proof of payment to career_alumni@pup.edu.ph and wait for the issuance of the Official Receipts and Services requested Location: Landbank of the Philippines (any branch)	3.1. Receive and print the proof of payment for Fund Management Office (Cashier) verification process 3.2. Verify and confirm the transaction receipts/ payment made by the client to Landbank, once confirmed issues Official Receipts 3.3. Secure Official Receipts for the Client. 3.4. Post Job Opportunities on PUP Website or PUP Malayang Paskilan	Possible Fees Breakdown: Traditional Job Posting: PHP 200 Online Job Posting: PHP 500 Government Institution/Agency: PHP 0	6 hour/s 5 working day/s 1 working day/s, 2 hour/s 1 working day/s, 3 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office • Administrative Aide ; Fund Management Office • Administrative Aide III; Alumni Relations and Career Development Office • Administrative Aide (Website, Online, Traditional Postings); Alumni Relations and Career Development Office
General Remarks				
Notes: Company/agency/ institution who are not yet accredited must comply first the accreditation procedure.				
Total Processing Time:				
*For If the billing statement is requested.	Working Days: 15 working day/s, 4 hour/s, 30 minute/s			
*For If the billing statement is not requested	Working Days: 10 working day/s, 7 hour/s, 45 minute/s			
Total Processing Fee:				
*For If the billing statement is requested.	Total Standard Fee: None			

See other fees below

***For If the billing statement is not requested**

Total Standard Fee: None

See other fees below

Possible Fees

Traditional Job Posting : 200**Online Job Posting** : 500**Government Institution/Agency** : 0

5. Directory of Graduates/Alumni(Bank Payment)

The directory of graduates includes the list of graduates from colleges which includes graduate/alumnus name and contact information such as mobile number and email address for employment purposes.

Office or Division:	Alumni Relations and Career Development Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Government, Business
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Visitor's Lounge or https://apps.pup.edu.ph/appointment
Remarks: For Walk-in Client: PUP Visitor Lounge Gate Pass For Scheduled Client: https://apps.pup.edu.ph/appointment	
2. Letter of Intent (1) Electronic Copy	Applicant / Client
3. Properly fill-out Activity/ Service Request Form (PUP-SARF-5-ARCD-001) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email ARCDO or proceed to the ARCDO Receiving Clerk to avail the service. Location: PUP Career Center, Sampaguita Building Notes/Instruction: <i>For Online Client: Email at citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client: PUP Career Center</i>	1.1. Acknowledge email, verify transaction details/ request 1.2. Confirm to the client if there is a need for a Billing Statement	None	6 hour/s 1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office
2. Before payment, the billing statement can be requested.				
If the billing statement is requested 2.A. Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center, Sampaguita Building	2.A.1. Secure necessary information needed for billing statement request to the General Accounting Office Director 2.A.2. Prepare and email billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office Section Chief, Career Development and Placement Services; Alumni Relations and

				Career Development Office • ARDCO Director; Alumni Relations and Career Development Office	
	2.A.3. Prepare Billing Statement		3 working day/s	• General Accounting Office Personnel; Accounting Department • General Accounting Office Director; Accounting Department	
	2.A.4. Secure and check information on the requested Billing statement from the General Accounting Office for accurateness		6 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office	
If the billing statement is not requested 2.B. Proceed to payment of the fees. Location: PUP Career Center	2.B. Prepares instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office	
3. Pay the required fee/s and send the proof of payment to career_alumni@pup.edu.ph and wait for the issuance of the Official Receipts and Services requested Location: Landbank of the Philippines (any branch)	3.1. Receive and print the proof of payment for Fund Management Office (Cashier) verification process	Possible Fees Breakdown: College of Accountancy and Finance (CAF): PHP 1000 College of Architecture and Fine Arts (CAFA): PHP 500 College of Arts and Letters (CAL): PHP 500 College of Business Administration (CBA): PHP 1000 College of Communication (COC): PHP 500 College of Computer and Information Science (CCIS): PHP 500 College of Political Science and Public Administration (CPSPA): PHP 500 College of Education (COED) and College of Human Kinetics: PHP 500 College of Engineering (CE): PHP 1000 College of Tourism, Hospitality and Transportation Management (CTHTM): PHP 500 College of Social Sciences and Development (CSSD): PHP 500 College of Science (CS): PHP 500 Government Institution/Agency: PHP 0	6 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office	
	3.2. Verify and confirm the transaction receipts/ payment made by the client to Landbank, once confirmed issues Official Receipts		5 working day/s	• Fund Management Personnel; Fund Management Office	
	3.3. Secure Official Receipts for the Client.		1 working day/s, 2 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office	
	3.4. Send the requested service (Directory of Graduates)		1 working day/s	• Administrative Aide III; Alumni Relations and Career Development Office	
General Remarks					
Note:					

Company/agency/institutions who are not yet accredited must comply first the accreditation procedure

Total Processing Time:

*For If the billing statement is requested	Working Days: 15 working day/s, 1 hour/s, 30 minute/s
*For If the billing statement is not requested	Working Days: 10 working day/s, 4 hour/s, 45 minute/s

Total Processing Fee:

*For If the billing statement is requested	Total Standard Fee: None See other fees below
*For If the billing statement is not requested	Total Standard Fee: None See other fees below

Possible Fees

College of Accountancy and Finance (CAF) : 1000
 College of Architecture and Fine Arts (CAFA) : 500
 College of Arts and Letters (CAL) : 500
 College of Business Administration (CBA) : 1000
 College of Communication (COC) : 500
 College of Computer and Information Science (CCIS) : 500
 College of Political Science and Public Administration (CPSPA) : 500
 College of Education (COED) and College of Human Kinetics : 500
 College of Engineering (CE) : 1000
 College of Tourism, Hospitality and Transportation Management (CTHTM) : 500
 College of Social Sciences and Development (CSSD) : 500
 College of Science (CS) : 500
 Government Institution/Agency : 0

6. Accreditation of Industry/Company, Agency, and Institution

It is a formal certification that the industry/company, agency, institution was recognized and complied with the minimum standards set by the University to avail ARCDO Services.

Office or Division:	Alumni Relations and Career Development Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Company, Agencies, Institution
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Visitors Lounge or https://apps.pup.edu.ph/appointment
Remarks: For Walk-in Client: PUP Visitor Lounge Gate Pass For Scheduled Client: https://apps.pup.edu.ph/appointment	
2. Letter of Intent (1) Electronic Copy	Applicant / Client
3. Company Profile (1) Electronic Copy	Applicant / Client
4. BIR 2303 (1) Electronic Copy	Agency - Division: Bureau of Internal Revenue (BIR) - BIR Concerned Division or Office

For Situational Requirement	
A. Proof of Industry/ Company/ Agency/ Institution Registration	
Sub Situational Requirement/s	
A.a. For Corporation	
A.a.1. Industry / Company may present any of the following:	
Any of the following:	
A.a.1.A. Certificate of Incorporation (1) Electronic Copy	Agency - Division: Security and Exchange Commission (SEC) - SEC Concerned Division or Office
A.a.1.B. Certificate of Corporate Filing/ Information (1) Electronic Copy	Agency - Division: Securities and Exchange Commission (SEC) - SEC Concerned Division or Office
A.b. For Partnership	

A.b.1. Industry or Company may present any of the following

Any of the following:

**A.b.1.A. Certificate of Partnership
(1) Electronic Copy****Agency - Division: Security and Exchange Commission (SEC) - SEC Concerned Division or Office****A.b.1.B. Certificate of Partnership Filing/Information
(1) Electronic Copy****Agency - Division: Security and Exchange Commission (SEC) - SEC Concerned Division or Office****A.c. For Sole Proprietorship****A.c.1. Certificate of Business Name Registration
(1) Electronic Copy****Agency - Division: Department of Trade and Industry (DTI) - DTI Concerned Division or Office****A.d. For Cooperatives****A.d.1. Certificate of Registration
(1) Electronic Copy****Agency - Division: Cooperative Development Authority (CDA) - CDA Concerned Division or Office****A.e. For Government Agencies or Institution****A.e.1. Law creating Government Office/Agency/Institution and Instrumentalities (Charter)
(1) Electronic Copy****Agency - Division: Major Branches of the Government - Major Branches of the Government Concerned Office**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Call or email ARCDO or proceed to the ARCDO Receiving Clerk to request for accreditation of the industry/company, agency, institution Location: PUP Career Center, (3F) Sampaguita Building Notes/Instruction: <i>For Online Client: Email at career_alumni@pup.edu.ph or 63253351756</i> <i>For Walk-in Client PUP Career Center</i></p>	<p>1. Receive, acknowledge, and send or provide the Placement/ Partnership Requirements for Accreditation (PUP-PPRA-5-ARCD-014) for compliance to the Client</p>	None	3 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
<p>2. Comply with the requirements set for accreditation Location: PUP Career Center (3F) Sampaguita Building Notes/Instruction: <i>For Online Client: Email at career_alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i> <i>Please ensure that all requirement listed are complete, if incomplete the request cannot be processed</i></p>	<p>2.1. Receive and evaluate the completeness and authenticity of the requirements</p>	None	3 working day/s, 4 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
	<p>2.2. Download or scan the documentary requirements presented by the Client for storage/ update in the Industry Database</p>		6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office

<p>3. Wait for confirmation of Accreditation of Industry/Company, Agency, or Institution through email or issuance of Certificate of Accreditation Location: PUP Career Center (3F) Sampaguita Building Notes/Instruction: <i>For Online Client: Email sender citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i></p>	<p>3.1. Call out or advise the Client on the Status of Accreditation</p>	<p>None</p>	<p>6 hour/s, 30 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office
	<p>3.2. Prepare, issue, and release the Certificate of Accreditation through email or print copy to be given to the Client</p>		<p>1 working day/s, 6 hour/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • ARCDO Chief; Alumni Relations and Career Development Office • ARCDO Director; Alumni Relations and Career Development Office
Total Processing Time:		Working Days: 7 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

7. Directory of Graduates/Alumni(Over-the-Counter Payment)

The directory of graduates includes the list of graduates from colleges which includes graduate/alumnus name and contact information such as mobile number and email address for employment purposes

Office or Division:	Alumni Relations and Career Development Office							
Category:	External Service							
Classification:	Highly Technical							
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)							
Who may avail:	Government, Business							
Operating Hours:	8:00 AM - 5:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement <p>1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks: For Walk-in Client: PUP Visitor Lounge Gate Pass For Scheduled Client: https://apps.pup.edu.ph/appointment</p> <p>2. Letter of Intent (1) Electronic Copy</p> <p>3. Properly fill-out Activity/ Service Request Form (PUP-SARF-5-ARCD-001) (1) Electronic Copy</p>								
<p>Agency - Division: Polytechnic University of the Philippines - Visitor's Lounge or https://apps.pup.edu.ph/appointment</p> <p>Applicant / Client</p> <p>Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office</p>								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Email ARCDO or proceed to the ARCDO Receiving Clerk to availed the service Location: PUP Career Center, Sampaguita Building Notes/Instruction: <i>For Online Client: Email at citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client: PUP Career Center</i>	1.1. Acknowledge email, verify transaction details/ request 1.2. Confirm to the client if there is a need for a Billing Statement	None	6 hour/s 1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office 				
2. Before payment, the billing statement can be requested.								
If the billing statement is requested 2.A. Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center, Sampaguita Building	2.A.1. Secure necessary information needed for billing statement request to the General Accounting Office Director 2.A.2. Prepare and email billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office Section Chief, Career Development and Placement 				

				Services; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
	2.A.3. Prepare Billing Statement		3 working day/s	• General Accounting Office Personnel; Accounting Department • General Accounting Office Director; Accounting Department
	2.A.4. Secure, check information, on the requested Billing statement from the General Accounting Office for accuracy		6 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
If the billing statement is not requested 2.B. Proceed to payment of the fees. Location: PUP Career Center	2.B. Prepares instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
3. Get Payment Request Form with assessed fee/s and procedure of payment (PUP-PARF-5-ARCD-007) then go to the General Accounting Office for the issuance of the Order of Payment Form. Location: Accounting Office	3.1. Issue Payment request Form (PUP-PARF-5-ARCD-007) and direct client to proceed at the General Accounting Office to secure Order of Payment Form.	None	5 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
	3.2. Prepare and Release the Order of Payment Form and direct the client to go to the Fund Management Office (Cashier's Office) for Payment.		6 hour/s, 30 minute/s	• General Accounting Personnel; Accounting Department
4. Pay the required fee/s, receive the Official Receipts, and wait for the Services requested Location: Fund Management Office	4.1. Accept payment, prepares, issues Official Receipts and direct the Client to go back to ARCDO	Possible Fees Breakdown: College of Accountancy and Finance (CAF): PHP 1000 College of Architecture and Fine Arts (CAFA): PHP 500 College of Arts and Letters (CAL): PHP 500 College of Business Administration (CBA): PHP 1000 College of Communication (COC): PHP 500 College of Computer and Information Science (CCIS): PHP 500 College of Political Science and Public Administration (CPSPA): PHP 500 College of Education (COED) and College of Human Kinetics: PHP 500 College of Engineering (CE): PHP 1000 College of Tourism, Hospitality and	6 hour/s, 30 minute/s	• Fund Management Office Personnel; Fund Management Office
	4.2. Receive the Official Receipts from the Client and reconfirm the email provided to receive the Service Requested (Directory of Graduates)		6 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office
	4.3. Send the requested service (Directory of Graduates)		1 working day/s, 3 hour/s	• Administrative Aide III; Alumni

Transportation
Management (CTHTM):
PHP 500
College of Social
Sciences and
Development (CSSD):
PHP 500
College of Science (CS):
PHP 500
Government
Institution/Agency: PHP
0

General Remarks

Note:

Company/agency/institutions who are not yet accredited must comply first the accreditation procedure

Total Processing Time:

*For If the billing statement is requested	Working Days: 11 working day/s, 5 hour/s
---	--

*For If the billing statement is not requested	Working Days: 7 working day/s, 15 minute/s
---	--

Total Processing Fee:

*For If the billing statement is requested	Total Standard Fee: None See other fees below
---	--

*For If the billing statement is not requested	Total Standard Fee: None See other fees below
---	--

Possible Fees

College of Accountancy and Finance (CAF) : 1000
College of Architecture and Fine Arts (CAFA) : 500
College of Arts and Letters (CAL) : 500
College of Business Administration (CBA) : 1000
College of Communication (COC) : 500
College of Computer and Information Science (CCIS) : 500
College of Political Science and Public Administration (CPSPA) : 500
College of Education (COED) and College of Human Kinetics : 500
College of Engineering (CE) : 1000
College of Tourism, Hospitality and Transportation Management (CTHTM) : 500
College of Social Sciences and Development (CSSD) : 500
College of Science (CS) : 500
Government Institution/Agency : 0

8. Job Opportunities Posting Service (Over-the-Counter Payment)

The Alumni Relations and Career Development (ARCD) consistently receives requests to post job openings from PUP Partners (industry/agency, agency, institution). Full-time, part-time, summer employment and internship opportunities are available for PUP students and alumni strategically posted at the University.

Sites for Posting:

Traditional Job Opportunities - Malayang Paskilan, ARCD Bulletin Boards

Online Job Opportunities - PUP Official Website (Jobs for PUPians)

Office or Division:	Alumni Relations and Career Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Government, Business			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Gate Pass through PUP Visitor's Lounge or Appointment Scheduling System (VASS) (1) Original Copy Or (1) Electronic Copy</p> <p>Remarks: For Walk-in Client: PUP Visitor Lounge Gate Pass For Scheduled Client: https://apps.pup.edu.ph/appointment</p> <p>2. Letter of Intent (1) Electronic Copy</p> <p>3. Properly fill-out Activity/ Service Request Form (PUP-SARF-5-ARCD-001) (1) Electronic Copy</p>				
<p>Agency - Division: Polytechnic University of the Philippines - Visitor's Lounge or https://apps.pup.edu.ph/appointment</p> <p>Applicant / Client</p> <p>Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Emails ARCD or proceed to the ARCD Receiving Clerk to availed the service Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: <i>For Online Client: Email at citizen.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i>	1.1. Acknowledges email, verifies transaction details/ request 1.2. Confirm to the client if there is a need for a Billing Statement	None	6 hour/s 1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office
2.Before payment, the billing statement can be requested. If the billing statement is requested. 2.A.Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secures necessary information needed for billing statement request to the General Accounting Office Director 2.A.2. Prepares and emails billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office

				Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office	
	2.A.3. Prepares Billing Statement		3 working day/s	• Administrative Aide III; General Accounting Section • Director; General Accounting Section	
	2.A.4. Secure, check information on the requested Billing statement from the General Accounting Office for accurateness		6 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office	
If the billing statement is not requested 2.B. Proceed to payment of the fees. Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepares instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office	
3. Get Payment Request Form with assessed fee/s and procedure of payment (PUP-PARF-5-ARCD-007) then go to the General Accounting Office for the issuance of the Order of Payment Form Location: Accounting Office	3.1. Issue Payment request Form (PUP-PARF-5-ARCD-007) and direct client to proceed at the General Accounting Office to secure Order of Payment Form.	None	5 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office	
	3.2. Prepare and Release the Order of Payment Form and direct the client to go to the Fund Management Office (Cashier's Office) for Payment			6 hour/s, 30 minute/s	• General Accounting Personnel; General Accounting Section
4. Pay the required fee/s, receive the Official Receipts and wait for the Services requested Location: Fund Management Office	4.1. Accept payment, prepares, issues Official Receipts and direct the Client to go back to ARCDO	Possible Fees Breakdown: Traditional Job Posting: PHP 200 Online Job Posting: PHP 500 Government Institution/Agency: PHP 0	6 hour/s, 30 minute/s	• Fund Management Office Personnel; Fund Management Office	
	4.2. Receives the Official Receipts from the Client and reconfirmed the service details to receive the Service Requested (Online/Traditional Job Posting)		6 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office	
	4.3. Posting of the Job Opportunities on PUP Website or PUP Malayang Paskilan		1 working day/s, 3 hour/s	• Administrative Aide III (Website, Online, Traditional Postings); Alumni Relations and Career Development Office	
General Remarks					
Note: Company/agency/institutions that are not yet accredited must comply first the accreditation procedure.					
Total Processing Time:					
*For If the billing statement is requested.	Working Days: 11 working day/s, 5 hour/s				

*For If the billing statement is not requested	Working Days: 7 working day/s, 15 minute/s
Total Processing Fee:	
*For If the billing statement is requested.	Total Standard Fee: None See other fees below
*For If the billing statement is not requested	
Total Standard Fee: None See other fees below	
Possible Fees	
Traditional Job Posting : 200 Online Job Posting : 500 Government Institution/Agency : 0	

9. Participation in Career Development Webinar/Seminar/Talk/Workshop(Over-the-Counter Payment)

This is an event where companies/industries/agencies/institutions participate in the University organized Career Development Webinar/Seminar/Talk/Workshop, mock interview, resume building, and skills development programs tailored to enhanced participants' employability.

Office or Division:	Alumni Relations and Career Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Company/ Industry/Agency/Institution			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Properly filled-out Event Gate Pass (PUP-GAPA-5-ARCD-005) (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email ARCDO or proceed to the ARCDO Receiving Clerk to submit Reply Slip or Confirmation Form Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: <i>For Online Client: Email at career.alumni@pup.edu.ph</i> <i>For Walk-in Client PUP Career Center</i>	1.1. Acknowledge email, verify transaction details, request and issue confirmation on the availability of sponsorship slot together with event guidelines and other information needed	None	2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
	1.2. After verification and confirmation of availability of slot through email, confirm to the client if there is a need for a Billing Statement		1 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
2. Before payment, the billing statement can be requested.				
If the billing statement is requested. 2.A. Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secure necessary information needed for billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office
	2.A.2. Prepare and email billing statement request to the General Accounting Office Director		6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office

				• Director; Alumni Relations and Career Development Office
	2.A.3. Prepare Billing Statement		3 working day/s	• Administrative Aide; General Accounting Section • Director; General Accounting Section
	2.A.4. Secure and check information on the requested Billing statement from the General Accounting Office for accuracy		6 hour/s, 30 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
If the billing statement is not requested 2.B.Proceed to payment of the fees Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepare instruction/ procedures of payment with assessed fee/s	None	6 hour/s, 45 minute/s	• Administrative Aide III; Alumni Relations and Career Development Office
3. Get Payment Request Form with assessed fee/s and procedure of payment (PUP-PARF-5-ARCD-007) then go to the General Accounting Office for the issuance of the Order of Payment Form Location: Accounting Office	3.1. Issue Payment request Form (PUP-PARF-5-ARCD-007) and direct client to proceed to the General Accounting Office to secure Order of Payment Form.	None	5 hour/s, 30 minute/s	• Administrative Aide ; Alumni Relations and Career Development Office
	3.2. Prepare and Release the Order of Payment Form and direct the client to go to the Fund Management Office (Cashier's Office) for Payment		6 hour/s, 30 minute/s	• General Accounting Personnel; General Accounting Section
4. Pay the required fee/s, receive the Official Receipts and wait for the Services Location: Fund Management Office	4.1. Accept payment, prepare, issue Official Receipts and direct the Client to go back to ARCD.	Possible Fees Breakdown: Presenter Sponsor: PHP 5000 Corporate Sponsor: PHP 1000 Government: PHP 0	6 hour/s, 30 minute/s	• Fund Management Office Personnel; Fund Management Office
	4.2. Receive the Official Receipts from the Client and reconfirm the service details to receive the Service Requested.		6 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office
	4.3. Confirm participation, check, and verify the submission of other documentary requirement		3 working day/s	• Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
5. Attend the Activity Location: PUP Main Campus	5. Assist and facilitate the implementation of the activity	None	1 working day/s	• Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office

- Director; Alumni Relations and Career Development Office

General Remarks

Company/agency/institutions that are not yet accredited must comply first with the accreditation procedure.

Total Processing Time:

*For If the billing statement is requested.	Working Days: 15 working day/s, 4 hour/s
--	--

*For If the billing statement is not requested	Working Days: 10 working day/s, 7 hour/s, 15 minute/s
---	---

Total Processing Fee:

*For If the billing statement is requested.	Total Standard Fee: None See other fees below
--	--

*For If the billing statement is not requested	Total Standard Fee: None See other fees below
---	--

Possible Fees

Presenter Sponsor : 5000
Corporate Sponsor : 1000
Government : 0

10. Participation in Career Development Webinar/Seminar/Talk/Workshop(Bank Payment)

This is an event where companies/industries/agencies/institutions participate in the University organized Career Development Webinar/Seminar/Talk/Workshop, mock interview, resume building, and skills development programs tailored to enhance participants' employability.

Office or Division:	Alumni Relations and Career Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	Company/ Industry/Agency/Institution			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Properly filled-out Event Gate Pass (PUP-GAPA-5-ARCD-005) (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Alumni Relations and Career Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Email ARCDO or proceed to the ARCDO Receiving Clerk to submit Reply Slip or Confirmation Form. Location: PUP Career Center (3F, Sampaguita Building) Notes/Instruction: For Online Client: Email at citizen.alumni@pup.edu.ph	1.1. Acknowledge email, verify transaction details, request and issue confirmation on the availability of sponsorship slot together with event guidelines and other information needed 1.2. After verification and confirmation of availability of slot through email, confirm to the client if there is a need for a Billing Statement.	None	2 working day/s 1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office <ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office
2. Before payment, the billing statement can be requested.				
If the billing statement is requested. 2.A. Provide the necessary information for the billing statement and once issued check the correctness of information provided in the Billing Statement Location: PUP Career Center (3F Sampaguita Building)	2.A.1. Secure necessary information needed for billing statement request to the General Accounting Office Director 2.A.2. Prepare and email billing statement request to the General Accounting Office Director	None	6 hour/s, 30 minute/s 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office <ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office Director; Alumni Relations and

				Career Development Office
	2.A.3. Prepare Billing Statement		3 working day/s	<ul style="list-style-type: none"> Administrative Aide; General Accounting Section Director; General Accounting Section
	2.A.4. Secure, check information on the requested Billing statement from the General Accounting Office for accuracy		6 hour/s, 30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
If the billing statement is not requested 2.B. Proceed to payment of the fees Location: PUP Career Center (3F Sampaguita Building)	2.B. Prepare instruction/ procedures of payment with assessed fee/s.	None	6 hour/s, 45 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
3. Pay the required fee/s and send the proof of payment to career_alumni@pup.edu.ph and wait for the issuance of the Official Receipts and Services requested. Location: Landbank of the Philippines(any branch)	<p>3.1. Receive and print the proof of payment for Fund Management Office (Cashier) verification process</p> <p>3.2. Verify and confirm the transaction receipts/payment made by the client to Landbank, once confirmed, issues Official Receipts</p> <p>3.3. Secure Official Receipts for the Client.</p> <p>3.4. Confirm participation, check, and verify the submission of other documentary requirements.</p>	Possible Fees Breakdown: Presenter Sponsor: PHP 5000 Corporate Sponsor: PHP 1000 Government Sponsor: PHP 0	6 hour/s 5 working day/s 1 working day/s, 2 hour/s 3 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide; Fund Management Office Administrative Aide III; Alumni Relations and Career Development Office Administrative Aide III; Alumni Relations and Career Development Office
4. Attend the Activity Location: PUP Main Campus	4. Assist and facilitate the implementation of the activity	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office Section Chief; Alumni Relations and Career Development Office Director; Alumni Relations and Career Development Office
General Remarks				

Company/agency/institutions that are not yet accredited must comply first with the accreditation procedure.

Total Processing Time:

*For If the billing statement is requested.	Working Days: 19 working day/s, 3 hour/s, 30 minute/s
---	---

*For If the billing statement is not requested	Working Days: 14 working day/s, 6 hour/s, 45 minute/s
--	---

Total Processing Fee:

*For If the billing statement is requested.	Total Standard Fee: None See other fees below
---	--

*For If the billing statement is not requested	Total Standard Fee: None See other fees below
--	--

Possible Fees

Presenter Sponsor : 5000

Corporate Sponsor : 1000

Government Sponsor : 0

Campus Academic Office

1. Processing of Application for Change of Enrollment (Adding of Subject)

Process request for application for change of enrollment specifically for adding of subjects. This is both for regular and irregular students of the University and is done during the adjustment period.

Office or Division:	Campus Academic Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular and Irregular Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished and printed copy of ACE Form (Adding of Subject) (1) Original Copy And (2) Photo Copy		Agency - Division: Polytechnic University of the Philippines - https://sites.google.com/view/pup-citizencharter/downloadable-forms		
Remarks: An accomplished and printed copy of the ACE Form (Adding of Subject) is downloadable from https://sites.google.com/view/pup-citizencharter/downloadable-forms				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the Director/Head of Academic Program for signature and tagging of subject Location: Director/Head of Academic Program Offices	1.1. Accept, evaluate, and sign the ACE form (Adding of Subjects).	None	3 minute/s	• Director/Head of Academic Program; Campuses
	1.2. Tag the subject(s) indicated in the ACE Form (Adding of Subjects)		4 minute/s	• Director/ Head of Academic Program; Campuses
2. Proceed to Cashier's Office to pay the assessed fee (for students not covered by R.A. 10931) Location: CDO Cashier/Accounting Office	2. Accept payment and issue official receipt	Standard Fees Breakdown: Tuition Fee: Students not covered by R.A. 10931: PHP 30 <hr/> Total: PHP 30	4 minute/s	• Cashier; Campuses
3. Submit the Original Copy of ACE Form (Adding of Subjects) to the Director/Head of Academic Program Location: Receiving Staff / Director / Head of Academic Program Offices	3.1. Accept the fully accomplished ACE form	None	4 minute/s	• Receiving Staff/ Director/ Head of Academic Program; Campuses
	3.2. Submit to Registrar's Office		3 minute/s	• Receiving Staff Registrar's Office; Campuses
Total Processing Time:		Working Days: 18 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 30		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

2. Processing of Application for Cross-Enrollment

Process request for cross-enrollment of subjects not offered for the current semester on campus. Permission must be obtained from the University Registrar indicating the total number of units and the subject(s) the student is authorized to take from another school.

Office or Division:	Campus Academic Office						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Students						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement 1. Application Letter for Cross-Enrollment (1) Original Copy And (2) Photo Copy							
Agency - Division: Polytechnic University of the Philippines - Client or https://sites.google.com/view/pup-citizencharter/downloadable-forms							
2. Permit to cross-enroll (3) Original Copy							
Agency - Division: Polytechnic University of the Philippines - Office of the University/Campus Registrar							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submit application letter for cross-enrollment Location: <i>Director/ Head of Academic Program Offices</i>	1.1. Evaluate letter provided by the student	None	2 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 			
	1.2. Approve/deny request for cross-enrollment		2 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 			
	1.3. If approved, recommend cross-enrollment and advise student to proceed to the Registrar's Office		2 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 			
2. Present recommendation to the campus registrar Location: <i>Campus Registrar Office</i>	2.1. Approve cross-enrollment	None	1 minute/s	<ul style="list-style-type: none"> • Campus Registrar; Campuses 			
	2.2. Issue permit to cross-enroll		1 minute/s	<ul style="list-style-type: none"> • Campus Registrar; Campuses 			
	2.3. Advise student to process the permit to the University where student intends to cross-enroll		2 minute/s	<ul style="list-style-type: none"> • Campus Registrar; Campuses 			
Total Processing Time:		Working Days: 10 minute/s					
Total Processing Fee:		Total Standard Fee: None					

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus

- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

3. Processing of Manual Enrollment

This service is both for regular and irregular students of the University and is done during the adjustment period. This happens when the student fails to enroll during the online registration period set by the University.

Office or Division:	Campus Academic Office						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Regular and Irregular Students						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement 1. Manual Enrollment (1) Original Copy And (2) Photo Copy							
Agency - Division: Polytechnic University of the Philippines - Respective Campus offices							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Go to the Faculty member(s) assigned to the subject(s) to be enrolled for acceptance to the class Location: Assigned Room(s) based on Teaching Assignment	1. Accept and sign the R0 form	None	2 working day/s, 6 hour/s, 10 minute/s	<ul style="list-style-type: none"> • Faculty Member/s Assigned Room/s based on Teaching Assignment; Campuses 			
2. Go to the Director/Head of Academic Program for signature and tagging Location: <i>Director/Head of Academic Program Offices</i>	2.1. Accept, evaluate, and sign the R0 form.	None	6 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 			
	2.2. Tag the subject(s) indicated in the R0 Form.		6 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 			
3. Proceed to Cashier's Office to pay the assessed fee (for students not covered by R.A. 10931) Location: Cashier's Office / Accounting Office	3. Accept payment and issue official receipt	None	8 minute/s	<ul style="list-style-type: none"> • Collecting and Disbursement Officer / Cashier; Campuses 			
Total Processing Time:		Working Days: 2 working day/s, 6 hour/s, 30 minute/s					
Total Processing Fee:		Total Standard Fee: None					

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus

- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

4. Processing of Application for Overload of Subjects

Process request for overload of subjects for students who intend to add additional subject/s more than the prescribed number of units specified in the curriculum for the current semester prior to the opening of classes or within the adjustment period specified in the University calendar and approved by the Director/ Head of Academic Program.

Request for overload may be allowed for graduating students during the last school term. For undergraduate students, overload may be allowed under the following considerations:

1. Academically outstanding student as certified by the Director/ Head of Academic Program.
2. Transferee/Shiftee who is in good standing (no failing grade in the previous semester).

Office or Division:	Campus Academic Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter for Overload (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Client
2. SIS Generated Curriculum Profile (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Client's SIS Account
3. Fully-accomplished Request for Overload Form (3) Original Copy	Agency - Division: Polytechnic University of the Philippines - Respective Campuses
4. Fully-accomplished ACE form (3) Original Copy	Agency - Division: Polytechnic University of the Philippines - https://www.pup.edu.ph/downloads/students/
5. Certificate of Registration for the current semester (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admissions Office
6. SIS Generated Curriculum Profile (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Student SIS account

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all requirements for evaluation and approval. Location: <i>Director/Head of Academic Program Office</i>	1.1. Check requirements presented	None	1 minute/s	• Director/ Head of Academic Program; Campuses
	1.2. Verify correctness of documents by checking the SIS grade file of the student		2 minute/s	• Director / Head of Academic Program; Campuses
	1.3. Upon evaluation, recommend the request for approval of the Director		1 minute/s	• Director / Head of Academic Program; Campuses
2. Present the overload request form for approval of the Director Location: <i>Campus Director's Office</i>	2. Approve/deny the request	None	1 minute/s	• Campus Director; Campuses

Director/Head of Academic Program Offices	3. Present the approved overload form to the Director/Head of Academic Program for adding of units to the student SIS account Location:	3.1. Add corresponding units in the student account through SIS Academic Management System	None	1 minute/s	• Director/ Head of Academic Program; Campuses	
		3.2. Advise student to proceed to Application for Change of Enrollment Process (Adding of Subject/s)		1 minute/s	• Director/ Head of Academic Program; Campuses	
Total Processing Time:		Working Days: 7 minute/s				
Total Processing Fee:		Total Standard Fee: None				

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

5. Processing of Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark

Correction of entry shall be accomplished within a period of one semester upon receipt of grade, and the Late Reporting of Grades Form shall be accomplished within a period of one year. "Incomplete" (Inc.) is temporarily given to a student who may pass the subject but who has not yet complied with all its requirements. Such requirement(s) shall be satisfied within one year from the end of the term; otherwise, the grade shall lapse into "No Credit" (N) or a failing grade.

Office or Division:	Campus Academic Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Completion Form (3 original copies) (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - http://www.pup.edu.ph/downloads/students/		
2. Copy of Class Record (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - Assigned professor		
3. Notarized affidavit for change of grade of professor (for correction of entry/late reporting of grade) (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the cashier's office to pay the assessed fee. Location: <i>Cashier's Office / Accounting Office</i>	1. Accept payment and issue an official receipt.	Standard Fees Breakdown: Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark: PHP 30 <hr/> Total: PHP 30	8 minute/s	<ul style="list-style-type: none"> Collecting and Disbursing Officer/ Cashier; Campuses
2. Submit the filled-out Completion Form and official receipt to the Professor for completion of the grades for the subject. Location: <i>Assigned Room(s) based on Teaching Assignment or Faculty Room / Receiving Officer Registrar's Office / Receiving Staff /Director/Head of Academic</i>	2.1. Evaluate the requirement(s), compute and give grade to the student	None	2 working day/s, 6 hour/s	<ul style="list-style-type: none"> Faculty Members; Campuses
	2.2. Receive the accomplished completion form, class record, and student's requirement(s), with a notarized affidavit for Change of grade (for correction of entry/late reporting of grade)		5 minute/s	<ul style="list-style-type: none"> Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room; Campuses
	2.3. Sign the Completion Form		5 minute/s	<ul style="list-style-type: none"> Receiving Officer Registrar; Campuses
	2.4. Log and forward all the requirements to the Registrar's Office		5 minute/s	<ul style="list-style-type: none"> Receiving Staff / Director/ Head of Academic; Campuses
	2.5. Sign the Completion Form and tag the accomplished grade to SIS		10 minute/s	<ul style="list-style-type: none"> Receiving Staff / Director/ Head of Academic; Campuses

	2.6. Return one (1) copy of the completion form for the copy of the student		5 minute/s	• Receiving Staff / Director/ Head of Academic; Campuses
Total Processing Time:	Working Days: 2 working day/s, 6 hour/s, 38 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 30			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

6. Processing of Application for Shifting

Process request for students who intend to shift to another program in the University. Student must have 1 year of residency from the current program to qualify for shifting to another program. Application for shifting shall be accomplished prior to the start of the next academic school year. Qualification varies depending on the program where the student intends to shift.

Office or Division:	Campus Academic Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Certified Copy of Grades (1) Original Copy And (2) Photo Copy	
Agency - Division: Polytechnic University of the Philippines - Admissions Office	
Sub Requirement	
1.A. Fully-accomplished Shifting Form	
1.A.1. Fully-accomplished Shifting Form (Sample: 3 copies)	
Agency - Division: Polytechnic University of the Philippines Campuses - Respective Colleagues / Campus	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount for securing certified copy of grades Location: Cashier's Office and Accounting Office	1. Collect payment to student	Standard Fees Breakdown: Application for Shifting: PHP 150 <hr/> Total: PHP 150	4 minute/s	<ul style="list-style-type: none"> Collecting and Disbursement Officer Cashier; Campuses
2. Proceed to the Admissions Office and present official receipt Location: Admission and Registration Office	2.1. Print the copy of grades	None	3 minute/s	<ul style="list-style-type: none"> Administrative Staff / Head of Admission and Registration Office; Campuses
	2.2. Certify the copy of grades		1 minute/s	<ul style="list-style-type: none"> Administrative Staff / Head of Admission and Registration Office;
3. Present the fully-accomplished shifting form and certified copy of grades for evaluation and approval Location: <i>Director/ Head of Academic Program Offices</i>	3.1. Check the fully-accomplished shifting form	None	2 minute/s	<ul style="list-style-type: none"> Director/ Head of Academic Program; Campuses
	3.2. Evaluate certified copy of grades		2 minute/s	<ul style="list-style-type: none"> Director/ Head of Academic Program; Campuses
	3.3. Interview and assess student's capability and skills		5 minute/s	<ul style="list-style-type: none"> Director/ Head of Academic Program; Campuses

	3.4. Accept student in the program and sign the acceptance portion of the shifting form		2 minute/s	• Director/ Head of Academic Program; Campuses
4. Return the fully accomplished shifting form to the Director/Head of Academic Program. Location: <i>Director/Head of Academic Program Office</i>	4.1. Sign the release portion of the shifting form	None	1 minute/s	• Director/ Head of Academic Program; Campuses
	4.2. Advise student to proceed to the Director's Office for final approval of release from the current program		3 minute/s	• Director/ Head of Academic Program; Campuses
5. Present the fully- accomplished shifting form for final approval of release from the current program Location: <i>Director / Head of Academic Program Offices</i>	5.1. Sign the approval portion of the shifting form	None	1 minute/s	• Director/ Head of Academic Program; Campuses
	5.2. Advise student to proceed to the Registrar's Office for transfer of credentials from current program to shifting program and enrolment of subjects process		3 minute/s	• Director/ Head of Academic Program; Campuses
Total Processing Time:		Working Days: 27 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus

- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

7. Processing of Online Petition of Subject

Process an online request for a petition of a back subject or a retake of a subject not offered for the current semester. A minimum of 35 students must request the petition be recommended by the Director/Head of Academic Program and approved by the Office of the Vice President for Campuses.

Office or Division:	Campus Academic Office							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Online petition of subject (3) Original Copy Agency - Division: Polytechnic University of the Philippines - https://apps.pup.edu.ph/sisstudent/Login								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Request for petition of subject online Location: Director/Head of Academic Program / Assistant to the VP for Campuses Second Floor, South Wing Administrative Building / Administrative Staff / ICT Offices	1.1. Review petitioned subject	None	10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program / Assistant to the VP for Campuses / Administrative Staff / ICT Office; Campuses 				
	1.2. Endorse petition to the OVPC		1 working day/s, 1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program / Assistant to the VP for Campuses / Administrative Staff / ICT Office; Campuses 				
	1.3. Evaluate the petition and approve as necessary		10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program / Assistant to the VP for Campuses / Administrative Staff / ICT Office; Campuses 				
	1.4. Forward the approved petition to the ICTO		10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program / Assistant to the VP for Campuses / Administrative Staff / ICT Office; Campuses 				
	1.5. Create section offering of the approved petitioned subject		10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program / Assistant to the VP for Campuses / Administrative Staff / ICT Office; 				
2. Enroll the petitioned subject during online registration or during the adjustment period Location: Director/ Head of Academic Program Offices	2. Tag students through SIS Academic Management System	None	10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses 				

Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 20 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

8. Processing of Online Request for Tutorial of Subject

Process an online request for a tutorial of a subject not offered for the current semester. Retake of subject by less than the minimum (35) number of students shall be endorsed by the Director/Head of Academic Program to the Office of the Vice President for Campuses for approval as a tutorial.

Office or Division:	Campus Academic Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Online petition of tutorial subject (1) Original Copy And (2) Photo Copy		Agency - Division: Polytechnic University of the Philippines - https://apps.pup.edu.ph/sisstudent/Login		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for tutorial of subject online Location: <i>Director/ Head of Academic Program Offices</i> <i>Assistant to the VP for Campuses, Second Floor, South Wing Administrative Building</i> <i>Administrative Staff and ICT Office</i>	1.1. Review request for tutorial of subject	None	10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses
	1.2. Endorse request to the OVPC		1 working day/s, 1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses
	1.3. Evaluate the request for tutorial and approve as necessary		10 minute/s	<ul style="list-style-type: none"> • Assistant to the VP for Campuses / Administrative Staff; Campuses
	1.4. Forward the approved request to the ICTO		10 minute/s	<ul style="list-style-type: none"> • Assistant to the VP for Campuses / Administrative Staff; Campuses
	1.5. Create section offering of the tutorial subject		10 minute/s	<ul style="list-style-type: none"> • Assistant to the VP for Campuses / Administrative Staff; Campuses
2. Enroll the petition subject during online registration or during the adjustment period Location: <i>Director/ Head of Academic Program Offices</i>	2. Tag students through SIS Academic Management System	None	10 minute/s	<ul style="list-style-type: none"> • Director/ Head of Academic Program; Campuses
Total Processing Time:		Working Days: 1 working day/s, 2 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus

- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

9. Processing of Request for Certification (Grades, Bonafide Student, General Weighted Average)

Process request for certification of students and alumni. The certification is based on the records available at the respective colleges. These certifications are issued for evaluation purposes and are not a substitute for the official transcript of record issued by the University registrar.

Office or Division:	Campus Academic Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and Alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished request form (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Respective Campus offices
2. Identification Card (ID) (1) Original Copy	Applicant / Client
Remarks: Provided by the requestor or authorized representative	
3. Authorization letter and Identification card (ID) (1) Original Copy And (2) Photo Copy	
Remarks: When representative: authorization letter and identification card (ID) if the claimant is not the owner of the document.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit accomplished request form Location: Receiving Staff Registrar's Office/Student Services Office	1.1. Accept request form	None	1 minute/s	• Receiving Staff Registrar; Campuses
	1.2. Log request in the logbook		1 minute/s	• Receiving Staff Registrar; Campuses
	1.3. Issue claim stub to the client		3 minute/s	• Receiving Staff Registrar; Campuses
2. Present claim stub Location: Receiving Staff Registrar's Office Director / Head of Academic Program Offices Administrative Staff Registrar's Office	2.1. Submit request to the Registrar	None	7 minute/s	• Receiving Staff Registrar; Campuses
	2.2. Process requested document		7 minute/s	• Receiving Staff Registrar's Office; Campuses
	2.3. Forward document to the Director/Head of Academic Program for signature		7 minute/s	• Administrative Staff / Director/ Head of Academic Program; Campuses

	2.4. Issue requested document		6 minute/s	• Administrative Staff Registrar; Campuses
3. Acknowledge receipt of the document Location: Registrar's Office	3. Give logbook for the client to sign	None	5 minute/s	• Administrative Staff; Campuses
Total Processing Time:	Working Days: 37 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

10. Processing of Application for Change of Enrollment (Change of Schedule/Subject)

Process request for application for change of enrollment, specifically for change of schedule or subject(s). This is both for regular and irregular students of the University and is done during the adjustment period.

Office or Division:	Campus Academic Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Regular and Irregular Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Accomplished and printed copy of ACE Form(Change of Schedule/Subject) downloadable from www.pup.edu.ph (Sample: 3 copies) Agency - Division: www.pup.edu.ph - www.pup.edu.ph							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Go to the Faculty member(s) assigned to the subject(s) to be enrolled for release from and acceptance to the class Location: <i>Faculty Member/s Assigned Room(s) based on Teaching Assignment or Faculty Room</i>	1. Accept and sign the ACE Form (Change of Schedule/Subject)	None	2 working day/s, 6 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Faculty Member/s Assigned Room/s based on Teaching Assignment or Faculty Room; Campus Academic Office 			
2. Go to the Director/Head of Academic Program for signature and tagging Location: <i>Campus Director/Head of Academic Programs Office</i>	2.1. Accept, evaluate, and sign the ACE form (Change of Schedule/Subject)	None	5 minute/s	<ul style="list-style-type: none"> • Campus Director/Head of Academic Programs; Campus Academic Office 			
	2.2. Tag the subject(s) indicated in the ACE Form (Change of Schedule/Subject)		5 minute/s	<ul style="list-style-type: none"> • Campus Director/Head of Academic Programs; Campus Academic Office 			
3. Proceed to Cashier's Office to pay the assessed fee (for students not covered by R.A. 10931) Location: <i>Collecting Officer / Cashier</i>	3. Accept payment and issue official receipt	Standard Fees Breakdown: Change of Enrollment (Change of Schedule/Subject) Fee: PHP 30 <hr/> Total: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Collecting Officer / Cashier Office; Campus Academic Office 			
4. Submit the Original Copy of ACE Form (Change of schedule/subject) to the Director/Head of Academic Program Location: <i>Receiving Staff</i> <i>Campus Director/Head of Academic Programs</i> <i>Notes/Instruction:</i> <i>Receiving Staff / Registrars Office</i>	4.1. Accept the fully accomplished ACEform	None	5 minute/s	<ul style="list-style-type: none"> • Receiving Staff / Campus Director / Head of Academic Program ; Campus Academic Office 			
	4.2. Submit ACE form to the Registrar's Office		5 minute/s	<ul style="list-style-type: none"> • Receiving Staff / Registrars Officer; Campus Academic Office 			
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s					

Total Processing Fee:

Total Standard Fee:

PHP 30

Campus Accounting Office

1. Processing of Refunds

Processing of Refund for Overpayment of Tuition Fees/ Miscellaneous for Students who have already graduated and/or who are qualified for Free Higher Education Act

Office or Division:	Campus Accounting Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All students who are assessed to have an overpayment in their account.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For Standard Requirement

1. Letter of Request
(1) Original Copy

Applicant / Client

2. Statement of Account
(1) Original Copy

Agency - Division: PUP - Campus Accounting Section

3. Official Receipt
(1) Original Copy

Agency - Division: PUP - Main Campus - Fund Management Office

4. PUP Issued IDs

Any of the following:

- a. Student ID
- b. Registration Card
- c. Alumni ID

For Situational Requirement

A. If the requestor is not the student

Sub Situational Requirement/s

A.a. If immediate family member

A.a.1. Authorization Letter
(1) Original Copy

Applicant / Client

A.a.2. Any valid government issued ID

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

Identification Card **must not be expired.****A.b. If NOT the immediate family**

A.b.1. Special Power of Attorney (SPA)
 (1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit all requirements in the Student Services Section and wait for further instruction from the Students Services Section personnel and Sign on the 'Received' column on the logbook Location: <i>Campus Student Services Section;</i> Location of from 1.3 to 1.6 1.3 Budget Office (PUP Main Campus) 1.4 Accounting Office, Main Campus (BSO) 1.5 Accounting Office, Budget Office - Main Campus (BSO) 1.6 Fund Management Office, Releasing Section (PUP Main Campus)</p> <p>Notes/Instruction: 1.3 Processing Time 3 Days <i>(Under normal conditions via courier)</i></p>	1.1. Check if all documents are complete and remind the client if its proper and complete	None	3 minute/s	• Student Services Section Staff; Campuses
	1.2. Process the request (Disbursement Voucher)		5 minute/s	• Student Services Section Staff, Accounting Section; Campuses
	1.3. Submit Disbursement Voucher for transmittal to the Budget Office, thru OVPC, Main Campus		3 working day/s	• Budget Office, PUP Main Campus; Campuses
	1.4. Processing of the refund		3 working day/s	• Accounting Office staff, Main Campus (BSO); Campuses
	1.5. Follow up the status and/or availability of the check		2 minute/s	• Campus Director and/or CDO/Liaison Officer Budget Office and OVPC; Campuses
	1.6. Pick up check from the Main Campus		2 working day/s	• Campus Director and/or CDO/Liaison Officer Fund Management Office, Releasing Section; Campuses
2. Present two (2) valid ID's and/or Letter of Authorization if person in the check is not available and Sign on the 'Received' column on the logbook Location: <i>Campus Cashiers Office</i>	2. Release the check	None	2 minute/s	• Cashiers Office; Campuses
Total Processing Time:		Working Days: 8 working day/s, 12 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus

- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

2. Processing of Offsetting

Processing of offsetting of Overpayment of Tuition Fees/Miscellaneous Fees

Office or Division:	Campus Accounting Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All students who are currently enrolled.			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. PUP Issued IDs <ul style="list-style-type: none"> Any of the following: <ul style="list-style-type: none"> a. Student ID b. Registration Card c. Alumni ID 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
Location: <i>Section Staff, Accounting Department</i> <i>Campus and Main Campus</i> Notes/Instruction: <i>Processing Time for 1.1.</i> <i>3 minutes</i> <i>(depends upon the internet connectivity)</i>	1.1. Check in the SIS if the student is entitled for off-setting	None	3 minute/s	<ul style="list-style-type: none"> • Section Staff, Accounting Department; Campuses
	1.2. Make proper and valid adjustments in the students account in the SIS. If the Student is entitled for offsetting, the CDO will request for the offsetting of the student thru the email of accounting student services section with the student details or information		5 minute/s	<ul style="list-style-type: none"> • Section Staff, Accounting Department; Any of requesting office / division
	1.3. Inform student that it's finished. And advise the students to check their SIS account for the updates		1 minute/s	<ul style="list-style-type: none"> • Section Staff, Accounting Department; Any of requesting office / division
Total Processing Time:		Working Days: 9 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus

- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

3. Application of General Clearance

Application of General Clearance is issued whenever a student has applied for graduation or is going to transfer to other schools.

Office or Division:	Campus Accounting Office										
Category:	External Service										
Classification:	Simple										
Type of Transaction:	G2C (Government to Citizen)										
Who may avail:	All graduating applicants and students who will transfer outside of PUP										
Operating Hours:	Others										
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE									
For Standard Requirement <p>1. Accomplished General Clearance Form (1) Original Copy Remarks: PUP Registrar's Office "Receiving Section" or PUP Website "www.pup.edu.ph"</p>											
Agency - Division: Polytechnic University of the Philippines - Campus PUP Registrar's Office "Receiving Section" or PUP Website											
CLIENT STEPS <table border="1"> <tr> <td>AGENCY ACTIONS</td> <td>FEES TO BE PAID</td> <td>PROCESSING TIME</td> <td>PERSON RESPONSIBLE (Designation; Office)</td> </tr> <tr> <td>1. Submit accomplished General Clearance Form at the Student Services Section Sign on the 'Received' column on the logbook Location: <i>Campus Office of the Student Services, Cashier's Office, Accounting Section</i></td> <td> 1.1. Check if General Clearance Form is properly accomplished 1.2. Check Student's account in his/her SIS 1.3. If there are no balances found, please proceed to Step 1.4 but If a balance appears, he/she must go to the Cashier's Office to settle his/her outstanding balance and then go back to the Student Services Section for verification of payment made. If there are no balances found, please proceed to Step 1.4 1.4. Sign the General Clearance Form if there are no balances </td> <td> Formula Fees Breakdown: SIS List of Fees 1 minute/s 1 minute/s 5 minute/s 1 minute/s </td> <td> <ul style="list-style-type: none"> Office of the Student Services Staff, Accounting Section; Campuses Office of the Student Services Staff, Accounting Section; Campuses Cashier's Office; Campuses Office of the Student Services Staff, Accounting Section; Campuses </td> </tr> </table>				AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	1. Submit accomplished General Clearance Form at the Student Services Section Sign on the 'Received' column on the logbook Location: <i>Campus Office of the Student Services, Cashier's Office, Accounting Section</i>	1.1. Check if General Clearance Form is properly accomplished 1.2. Check Student's account in his/her SIS 1.3. If there are no balances found, please proceed to Step 1.4 but If a balance appears, he/she must go to the Cashier's Office to settle his/her outstanding balance and then go back to the Student Services Section for verification of payment made. If there are no balances found, please proceed to Step 1.4 1.4. Sign the General Clearance Form if there are no balances	Formula Fees Breakdown: SIS List of Fees 1 minute/s 1 minute/s 5 minute/s 1 minute/s	<ul style="list-style-type: none"> Office of the Student Services Staff, Accounting Section; Campuses Office of the Student Services Staff, Accounting Section; Campuses Cashier's Office; Campuses Office of the Student Services Staff, Accounting Section; Campuses
AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)								
1. Submit accomplished General Clearance Form at the Student Services Section Sign on the 'Received' column on the logbook Location: <i>Campus Office of the Student Services, Cashier's Office, Accounting Section</i>	1.1. Check if General Clearance Form is properly accomplished 1.2. Check Student's account in his/her SIS 1.3. If there are no balances found, please proceed to Step 1.4 but If a balance appears, he/she must go to the Cashier's Office to settle his/her outstanding balance and then go back to the Student Services Section for verification of payment made. If there are no balances found, please proceed to Step 1.4 1.4. Sign the General Clearance Form if there are no balances	Formula Fees Breakdown: SIS List of Fees 1 minute/s 1 minute/s 5 minute/s 1 minute/s	<ul style="list-style-type: none"> Office of the Student Services Staff, Accounting Section; Campuses Office of the Student Services Staff, Accounting Section; Campuses Cashier's Office; Campuses Office of the Student Services Staff, Accounting Section; Campuses 								
Total Processing Time:		Working Days: 8 minute/s									
Total Processing Fee:		Total Standard Fee: None See other fees below									
Formula / Schedule of Fees SIS List of Fees Depends on the result of the SIS data											

Campus Administrative Office

1. Consultation and Treatment Services for Emergency Dental Cases of Students (With Referral)

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the receiving area and state the reason for consultation or chief complaint. Location: Dental Clinic, PUP Campus	1.1. Ask for the patient's chief complaint. 1.2. Take patient's vital sign. 1.3. Assess and evaluates the condition of the patient by oral examination and medical history. 1.4. Provide immediate treatment/intervention.	None	1 minute/s	• Dentist/Dental Aide; Campuses
			2 minute/s	• Dentist/Dental Aide; Campuses
			2 minute/s	• Dentist/Dental Aide; Campuses
			3 minute/s	• Dentist/Dental Aide; Campuses
2. With Referral Location: Dental Clinic, PUP Campus	2.1. Refer to the medical section. 2.2. Explain the reason for referral. 2.3. Prepares a referral form to a nearby hospital for the patient's further evaluation and management. 2.4. Prepare emergency transport vehicle for conduction of patient.	None	1 minute/s	• Dentist/Dental Aide; Campuses
			1 minute/s	• Dentist/Dental Aide; Campuses
			1 minute/s	• Dentist/Dental Aide; Campuses
			1 minute/s	• Emergency Vehicle, Driver, Dental Aide; Campuses
3. Proceed to the receiving area. Location: Dental Clinic, PUP Campus	3. Dispense the initial dose of medicine if available with instructions.	None	3 minute/s	• Dentist/Dental Aide; Campuses
4. Fill out and sign in the Daily Treatment Record (DTR) Location: Dental Clinic, PUP Campus	4. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/Dental Aide; Campuses
Total Processing Time:	Working Days: 16 minute/s			

Total Processing Fee:

Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

2. Consultation and Treatment Services for Non-Emergency Dental Cases of Students and Dependents (For New Patients)

Non-emergency dental consultation and treatment refers to the provisions of dental advice and counselling by a dentist and establishes treatment, prognosis, and therapy.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students, Dependents			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and states the reason for consultation or chief complaint. Location: Dental Clinic, PUP Campus	1.1. Ask for the chief complaint.	None	1 minute/s	• Dentist/Dental Aide; Campuses
	1.2. Take patient's vital sign		3 minute/s	• Dentist/Dental Aide; Campuses
	1.3. Instruct the patient to proceed at the treatment area.		1 minute/s	• Dentist/Dental Aide; Campuses
2. Provide necessary information and submit to oral examination. Location: Dental Clinic, PUP Campus	2.1. Take medical history and perform an oral examination of the patient.	None	13 minute/s	• Dentist/Dental Aide; Campuses
	2.2. Provide treatment		6 minute/s	• Dentist/Dental Aide; Campuses
3. Listen to home instructions, date of follow-up. Location: Dental Clinic, PUP Campus	3. Discharge instructions, date of follow-up.	None	4 minute/s	• Dentist/Dental Aide; Campuses
4. Proceed to receiving area and give prescription of medicine and/or referral slip. Location: Dental Clinic, East Wing GroundFloor, Sta. Mesa, Mla.	4. Dispense initial dose of medicines if available and advises home instruction, referral and date of follow-up.	None	2 minute/s	• Dental Aide; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, PUP Campus	5. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/Dental Aide; Campuses
Total Processing Time:		Working Days: 31 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus

- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

3. Consultation and Treatment Services for Emergency Medical Cases of Students (With Referral)

Emergency consultation and treatment refers to an urgent medical attention / treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Location: Medical Clinic, PUP Campus	1.1. Inquire of the patient's chief complaint or illness	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate).		2 minute/s	• Physician/Nurse; Campuses
	1.3. Assess and evaluate the condition of the patient by taking the medical history and performing physical examination.		2 minute/s	• Physician/Nurse; Campuses
	1.4. Provide immediate treatment / intervention.		7 minute/s	• Physician/Nurse; Campuses
2. With referral Location: Medical Clinic, PUP Campus	2.1. Explains the reason for referral and prepares referral form.	None	2 minute/s	• Physician/Nurse; Campuses
	2.2. Prepare emergency transport vehicle for conduction of patient.		5 minute/s	• Physician/Nurse; Campuses
3. Proceed to the receiving area. Location: Medical Clinic, PUP Campus	3. Dispense the initial dose of medicine if available with instruction.	None	2 minute/s	• Physician/Nurse; Campuses
4. Fill out and sign in the Daily Treatment Record (DTR) Location: Medical Clinic, PUP Campus	4. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus

- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

4. Consultation and Treatment Services for Non-Emergency Medical Cases of Students and Dependents (For New Patients)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation, and treatment of a patient.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students, Dependents			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the receiving area and state the reason for consultation or chief complaint. Location: Medical Clinic, PUP Campus	1.1. Ask for the chief complaint.	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Take the patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate).		3 minute/s	• Physician/Nurse; Campuses
	1.3. Instruct patient to proceed to consultation area.		1 minute/s	• Physician/Nurse; Campuses
2. Provide necessary information and submit to physical examination. Location: Medical Clinic, PUP Campus	2.1. Take medical history and perform physical examination of the patient.	None	9 minute/s	• Physician/Nurse; Campuses
	2.2. Provide treatment.		3 minute/s	• Physician/Nurse; Campuses
3. Listen to discharge instructions, date of follow-up, and request for laboratory/consultation to a specialist as deemed necessary. Location: Medical Clinic, PUP Campus	3. Provide discharge instructions, and date of follow-up if needed. Prepare referral slip to specialist or laboratory request if indicated or as need arises.	None	9 minute/s	• Physician/Nurse; Campuses
4. Proceed to receiving area and present prescription of medicine and/or referral slip (for specialist or laboratory) as indicated. Location: Medical Clinic, PUP Campus	4. Dispense initial dose of medicines if available and advise home instruction, referral, and date of follow-up.	None	3 minute/s	• Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

5. Issuance of Follow-up of Students Referred During Enrollment

This refers to the follow-up of referred cases, evaluation of treatment outcome and compliance.

Office or Division:	Campus Administrative Office						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Students						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement <ul style="list-style-type: none"> 1. Laboratory results requested by the Physician (1) Original Copy 2. Medical certificate from specialist (1) Original Copy 3. Other documents as deemed necessary (1) Original Copy 							
<p>1. Laboratory results requested by the Physician (1) Original Copy</p> <p>Agency - Division: Any accredited laboratory facility or hospital of choice of the patient. - Any accredited laboratory facility or hospital of choice of the patient.</p> <hr/> <p>2. Medical certificate from specialist (1) Original Copy</p> <p>Agency - Division: From any government / private pulmonologist - From any government / private pulmonologist</p> <hr/> <p>3. Other documents as deemed necessary (1) Original Copy</p> <p>Applicant / Client</p>							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Go to the receiving area of the medical clinic and state the purpose of consultation or follow-up. Location: Medical Clinic, PUP Campus	1. Ask for the purpose of consultation or follow-up and the name of the student for retrieval of his/her record.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
2. Present laboratory results or other documents required. Location: Medical Clinic, PUP Campus	2.1. Check the student's laboratory results or documents.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
	2.2. Get the vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate) of the student including weight (for PTB cases).		3 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
	2.3. Assist the student to the consultation area.		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
3. Proceed to the consultation area and submit the laboratory results or documents requested. Fill out waiver form for follow-up Location: Medical Clinic, PUP Campus	3.1. Assess and evaluate documents submitted.	None	3 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
	3.2. Take medical history and perform a medical examination.		8 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
	3.3. Assist students in filling out the waiver form.		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
4. Listen to home instructions. Location: Medical Clinic, PUP Campus	4. Provide discharge instructions.	None	6 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			
5. Proceed to the receiving area and sign the Registration Form. Location: Medical Clinic, PUP Campus	5. Assist student in filling out the Registration Form.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 			

Total Processing Time:	Working Days: 27 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

6. Issuance of Medical Certificate for Sick Note / Excuse Slip (For Sick Note / Excuse Slip – Patient who consulted PUP Medical Clinic)

Medical Certificate for Sick Note / Excuse Slip refers to a written statement issued by a Physician which attests to the medical consultation made by the student on the specified date.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students, Dependents			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the receiving area of the medical clinic and state the purpose of the request for the issuance of the medical certificate. Location: Medical Clinic, PUP Campus	1.1. Ask about the purpose of the medical certificate, the name of the student, and the date of the previous consultation.	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Retrieve the patient's record.		2 minute/s	• Physician/Nurse; Campuses
2. Proceed to the consultation area. Location: Medical Clinic, PUP Campus	2. Assist and endorses the student to the physician	None	1 minute/s	• Physician/Nurse; Campuses
3. Submit self for assessment. Location: Medical Clinic, PUP Campus	3.1. Assess and evaluate patients and perform physical examinations.	None	1 minute/s	• Physician/Nurse; Campuses
	3.2. Issue medical certificate or excuse slip.		1 minute/s	• Physician/Nurse; Campuses
4. Proceed to the receiving area and sign the Daily Treatment Record / DTR. Location: Medical Clinic, PUP Campus	4. Assist students in filling out the Daily Treatment Record.	None	2 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 8 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus

- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

7. Issuance of Medical Clearance for Enrollment (For students with lung findings or other health problems that needs referral)

This procedure starts by submitting requirements to the physician for assessment of the results and physical examination for issuance of medical clearance.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students (Incoming freshmen – SHS & College, Open University, College of Law, Graduate School, Post Baccalaureate, Returning and Transferees)			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Chest x-ray (PA) result with film or CD with 1-year validity at the time of examination. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
2. Other laboratory mandated by law. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
3. Other laboratory results required by examining physician as deemed necessary. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
4. Route Approval Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
5. Re-admission Form (for Returning Students) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
6. Transferee Form (for Transferees) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check student's requirements. 2.2. Assess chest X-ray result 2.3. Assess pertinent health problems.	None	1 minute/s	• Physician/Nurse; Campuses
			1 minute/s	• Physician/Nurse; Campuses
			2 minute/s	• Physician/Nurse; Campuses
3. Fill out the Registration form for students with normal chest x-rays and no other health problems. Location: Medical Clinic, PUP Campus	3. Assist students in filling out the Registration Form.	None	1 minute/s	• Physician/Nurse; Campuses

<p>4. Proceed to the assigned consultation room, and present chest x-ray and other documents required. Location: Medical Clinic, PUP Campus</p>	4.1. Assist student to the consultation room depending on their chest- x-ray result and other medical problems as follows: Area 1 – with normal chest x-ray. Area 2 – with lung findings. Area 3 – with other health problem	None	2 minute/s	• Physician/Nurse; Campuses
	4.2. Assess and evaluate chest x-ray results and other documents required upon receipt.		2 minute/s	• Physician/Nurse; Campuses
	4.3. Take medical history and perform a physical examination.		1 minute/s	• Physician/Nurse; Campuses
	4.4. Provide necessary treatment as deemed necessary.		1 minute/s	• Physician/Nurse; Campuses
<p>5. For students with lung findings or other health problems that needs referral Location: Medical Clinic, PUP Campus</p>	5.1. Explain the reason for referral and provide further instruction.	None	4 minute/s	• Physician/Nurse; Campuses
	5.2. Prepare a referral form for the laboratory or to the specialist.		4 minute/s	• Physician/Nurse; Campuses
6. Fill out and sign the Registration Form. Location: Medical Clinic, PUP Campus	6. Assist students in filling out the Daily Treatment Record.	None	2 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus

- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

8. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSHM and Tourism students with laboratory subjects as food handlers | With Referral)

Medical Clearance issued by PUP Physicians certifying student's fitness as food handlers.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Chest x-ray (PA) result with film or CD with 1-year validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
2. Fecalysis – 1-month validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
3. Anti HAV IgM with 6 months validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirements.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/evaluate laboratory results upon receipt of the document.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	3.2. Take medical history and perform a physical examination		3 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
4. With Referral Location: Medical Clinic, PUP Campus	4. Explain the reason for referral and prepare a referral form for laboratory/consultation to the specialist.	None	7 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record Location: Medical Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses

Total Processing Time:	Working Days: 17 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

9. Issuance of Medical Clearance for Off-Campus of Students (With Referral)

Medical Clearance is a written document issued by PUP Campus Physicians certifying student's fitness to participate in a defined activity.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Student ID or registration card

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Student Services or Admission Office

For Situational Requirement

A. For Local: Sports and dance competitions (Exemption)

A.1. Chest x-ray (PA) with 1-year validity

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.2. ECG with 12 lead validity of 6 months for normal results.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.3. Other laboratory required by organizing agency or sponsor.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.4. Other documents required as deemed necessary.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

B. For Local: Team-building / Community Immersion / Immersion with water activity (Exemption)

B.1. Chest x-ray (PA) with 1-year validity

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C. For International

C.1. Chest x-ray (PA) official results with film or CD with 1-year validity.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C.2. Other laboratory as deemed necessary after assessment and physical examination of the examining physician.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C.3. Other laboratory required by organizing agency / sponsor.
 (1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter of request for issuance of medical clearance to the Medical Director's Office indicating the list of participants, date, and activity signed by the Adviser / Chairperson / Dean. Location: Medical Clinic, PUP Campus	1.1. Receive the letter request for endorsement.	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Approve letter of request.		8 hour/s	• Physician/Nurse; Campuses
2. Follow-up on the letter of request from the Director's Office. Location: Medical Clinic, PUP Campus	2. Hand over the approved letter of request to the student's representative.	None	1 minute/s	• Physician/Nurse; Campuses
3. Submit the approved letter of request to the medical clinic of the respective campus Location: Medical Clinic, PUP Campus	3. Receive the approved letter and inform the student on the scheduled date of clearance.	None	2 minute/s	• Physician/Nurse; Campuses
4. Proceed to the receiving area of the medical clinic on the scheduled date, state the purpose of the medical clearance needed, and present student ID / Registration card. Location: Medical Clinic, PUP Campus	4. Ask the purpose of medical clearance and look for his/her name in the master list.	None	2 minute/s	• Physician/Nurse; Campuses
5. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	5.1. Check the patient's requirements.	None	1 minute/s	• Physician/Nurse; Campuses
	5.2. Take the patient's vital signs (Blood Pressure, Pulse Rate, Temperature, Respiratory Rate)		2 minute/s	• Physician/Nurse; Campuses
6. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	6.1. Assist the student to the consultation area.	None	1 minute/s	• Physician/Nurse; Campuses
	6.2. Evaluate documents or laboratory results submitted, take a medical history, and perform a physical examination of the patient.		9 minute/s	• Physician/Nurse; Campuses
7. With Referral Location: Medical Clinic, PUP Campus	7. Explain the reason for referral and prepare a referral form for laboratory or consultation with the specialist.	None	10 minute/s	• Physician/Nurse; Campuses
8. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	8. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 8 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus

- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

10. Issuance of Medical Clearance for On-the-Job-Training of Students (With Referral)

This service is provided to students who will undergo On-the-Job Training.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Chest x-ray (PA) view official result with film or CD with 1-year validity at the time of examination.**
(1) Original Copy

Agency - Division: Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT. - Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT.

- 2. Other laboratory as required by the company.**
(1) Original Copy

Agency - Division: Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT. - Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT.

- 3. Other laboratory as required by examining physician after assessment and physical examination if necessary.**
(1) Original Copy

Agency - Division: Other laboratory as required by examining physician after assessment and physical examination if necessary. - Other laboratory as required by examining physician after assessment and physical examination if necessary.

For Situational Requirement

A. Additional laboratory test for food handler

Sub Situational Requirement/s

- A.a. Fecalysis or stool exam result within 1-month validity (for BSND, BSFT and BSHM).**

- A.b. Anti-HAV IgM (for BSHM)**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirements.	None	1 minute/s	• Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	• Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	• Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/Evaluate laboratory results upon receipt of the document.	None	2 minute/s	• Physician/Nurse; Campuses

	3.2. Takes medical history and performs physical examination		3 minute/s	• Physician/Nurse; Campuses
4. With Referral Location: Medical Clinic, PUP Campus	4. Explain the purpose of the referral and prepare a referral form for laboratory/consultation to the specialist.	None	4 minute/s	• Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 14 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus
 - Unisan, Quezon Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Ragay, Camarines Sur, Campus
 - Santa Maria, Bulacan Campus
 - Santa Maria, Bulacan Campus
 - Biñan City, Laguna Campus
 - San Juan City Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Lopez, Quezon Campus
 - Taguig City Campus
 - Mariveles, Bataan Campus
 - Quezon City Campus
 - San Pedro City Laguna, Campus
 - Santo Tomas, Batangas Campus
 - Cabiao, Nueva Ecija Campus
 - General Luna, Quezon Campus
 - Calauan, Laguna Campus
 - Ragay, Camarines Sur Campus
 - Santa Rosa City, Laguna Campus
 - Pulilan, Bulacan Campus
 - Maragondon, Cavite Campus
 - Mulanay, Quezon Campus
 - Alfonso, Cavite Campus
 - Unisan, Quezon Campus
 - Parañaque City Campus
 - Parañaque City Campus

11. Consultation and Treatment Services for Non-Emergency Dental Cases of Students and Dependents (For Follow-up purposes)

Non-emergency dental consultation and treatment refers to the provisions of dental advice and counselling by a dentist and establishes treatment, prognosis, and therapy.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students, Dependents
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Situational Requirement

A. Dental X-Ray result

A.1. Dental X-Ray result (1) Original Copy

Agency - Division: Any government or private diagnostic center. - Any government or private diagnostic center.

B. Dental Certificate from a specialist

B.1. Dental Certificate from a specialist (1) Original Copy

Agency - Division: From any government or private specialist - From any government or private specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and states the reason for consultation or chief complaint Location: Dental Clinic, PUP Campus	1.1. Ask the name of patient and date of previous consultation.	None	1 minute/s	• Dentist/Dental Aide; Campuses
	1.2. Retrieve patients dental record.		2 minute/s	• Dentist/Dental Aide; Campuses
	1.3. Instruct patient to proceed at treatment area.		1 minute/s	• Dentist/Dental Aide; Campuses
2. Proceed to Treatment area and present documents requested. Location: Dental Clinic, PUP Campus	2.1. Check the document submitted and perform an oral examination.	None	13 minute/s	• Dentist/Dental Aide; Campuses
	2.2. Provide treatment.		6 minute/s	• Dentist/Dental Aide; Campuses
3. Listen to home instruction, date of follow-up when necessary. Location: Dental Clinic, PUP Campus	3. Discharge instructions, date of follow-up, when necessary.	None	3 minute/s	• Dentist/Dental Aide; Campuses
4. Proceed to receiving area and gives prescription of medicine and/or referral slip for specialist. Location: Dental Clinic, PUP Campus	4. Medicine if available and advises home instruction, referral slip and date of follow-up.	None	1 minute/s	• Dentist/Dental Aide; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/Dental Aide; Campuses
Total Processing Time:		Working Days: 28 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

12. Consultation and Treatment Services for Non-Emergency Medical Cases of Students and Dependents (For Follow-up purposes)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation, and treatment of a patient.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students, Dependents
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Documents if requested by the Physician	
Sub Situational Requirement/s	
A.a. Laboratory results and/or <i>A.a.1. Laboratory results and/or</i> (1) Original Copy	
<i>Agency - Division:</i> Any DOH accredited diagnostic laboratory center/hospital - Any DOH accredited diagnostic laboratory center/hospital	
A.b. Medical Certificate from a Specialist <i>A.b.1. Medical Certificate from a Specialist</i> (1) Original Copy	
<i>Agency - Division:</i> From any government or private specialist - From any government or private specialist	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the receiving area and state the reason for consultation or chief complaint. Location: Medical Clinic, PUP Campus	1.1. Ask for the name of the patient and the date of the previous consultation.	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Retrieve the patient's medical record.		3 minute/s	• Physician/Nurse; Campuses
	1.3. Instruct patient to proceed to consultation area.		1 minute/s	• Physician/Nurse; Campuses
2. Proceed to the consultation area and present documents if requested. Location: Medical Clinic, PUP Campus	2.1. Check the document and perform a physical examination.	None	9 minute/s	• Physician/Nurse; Campuses
	2.2. Provide treatment.		3 minute/s	• Physician/Nurse; Campuses
3. Listen to home instructions, and date of follow-up when necessary. Location: Medical Clinic, PUP Campus	3. Provide discharge instructions, and date of follow-up, when necessary.	None	7 minute/s	• Physician/Nurse; Campuses
4. Proceed to the receiving area and give a prescription of medicine and/or referral slip (for specialist or laboratory) as indicated. Location: Medical Clinic, PUP Campus	4. Dispense initial dose of medicines if available and advise home instruction, referral, and date of follow-up.	None	3 minute/s	• Physician/Nurse; Campuses

5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 28 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus
 - Unisan, Quezon Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Ragay, Camarines Sur, Campus
 - Santa Maria, Bulacan Campus
 - Santa Maria, Bulacan Campus
 - Biñan City, Laguna Campus
 - San Juan City Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Lopez, Quezon Campus
 - Taguig City Campus
 - Mariveles, Bataan Campus
 - Quezon City Campus
 - San Pedro City Laguna, Campus
 - Santo Tomas, Batangas Campus
 - Cabiao, Nueva Ecija Campus
 - General Luna, Quezon Campus
 - Calauan, Laguna Campus
 - Ragay, Camarines Sur Campus
 - Santa Rosa City, Laguna Campus
 - Pulilan, Bulacan Campus
 - Maragondon, Cavite Campus
 - Mulanay, Quezon Campus
 - Alfonso, Cavite Campus
 - Unisan, Quezon Campus
 - Parañaque City Campus
 - Parañaque City Campus

13. Issuance of Medical Certificate for Sick Note / Excuse Slip (For Patient who consulted outside PUP clinics and with Medical Certificate from attending physician)

Medical Certificate for Sick Note / Excuse Slip refers to a written statement issued by a Physician which attests to the medical consultation made by the student on the specified date.

Office or Division:	Campus Administrative Office							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students, Dependents							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement 1. Medical Certificate (1) Original Copy								
Agency - Division: Attending Physician - Attending Physician								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Go to the receiving area of the medical clinic and state the purpose visit. Location: Medical Clinic, PUP Campus	1. Ask the purpose of the visit.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 				
2. Proceed to the consultation area and present the medical certificate to the physician. Location: Medical Clinic, PUP Campus	2. Receive and validate the medical certificate of the student for record purposes.	None	3 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 				
3. Proceed to the receiving area and sign the Daily Treatment Record / DTR. Location: Medical Clinic, PUP Campus	3. Assist students in filling out the Daily Treatment Record.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses 				
Total Processing Time:	Working Days: 5 minute/s							
Total Processing Fee:	Total Standard Fee: None							

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus
 - Unisan, Quezon Campus
 - Bansud, Oriental Mindoro Campus

- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

14. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSND and BSFT with laboratory classes | With Referral)

Medical Clearance issued by PUP Physicians certifying student's fitness as food handlers.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Chest x-ray (PA) result with film or CD with 1-year validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
2. Fecalysis – 1-month validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirement.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/evaluate laboratory results upon receipt of the document.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	3.2. Take medical history and perform physical examination		3 minute/s	<ul style="list-style-type: none"> • Medical Clinic, PUP Campus; Campuses
4. With Referral Location: Medical Clinic, PUP Campus	4. Explain the reason for referral and prepare a referral form for laboratory/consultation to the specialist.	None	7 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
Total Processing Time:		Working Days: 17 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

15. Request for the Reservation of Campus Facilities (If Available)

This is to facilitate the use of university facility following Memorandum Order No. 39 s. 2012 whose activity are for subject or academic requirement use.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Letter of intent approved by the Campus Director (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Administrative Office PUP Campus 2. Request for the use of Facilities Form (2) Original Copy Agency - Division: Polytechnic University of the Philippines - Administrative Office PUP Campus 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present Letter of request duly signed and approved by the Campus Director Location: Administrative/Director's Office, PUP Campus	1. Issue request form to the client	None	2 minute/s	• Administrative Staff; Campuses
2. Secure Request for the use of Facilities Form at the Administrative Office Location: Administrative/Director's Office, PUP Campus	2. Have the client/s affix their names to the office logbook for control and reference	None	2 minute/s	• Administrative Staff; Campuses
3. Fully accomplish the form Location: Administrative/Director's Office, PUP Campus Notes/Instruction: Fully accomplish the form: 1. Requesting Party/Person 2. Department/Office 3. Purpose of Request 4. Date Requested 5. Date to be Used Facility and equipment requested 6. Have the filled-up form signed by the Adviser/Head of Office 7. Return the filled-up form to the Administrative Office for Approval	3. Receive the filled-out request form and check for the availability of the facility/equipment requested for the date of use on the request form.	None	5 minute/s	• Administrative Staff; Campuses
4. If Available Location: Administrative/Director's Office, PUP Campus	4. Forward the request to the Administrative Officer for Approval	None	1 minute/s	• Administrative Staff; Campuses
5. Receive the approved request form from the Staff of the Administrative Office and wait for the requested date to use the Facility. Location:	5. Issue One (1) copy of the request to the client and have the other copy on file.	None	2 minute/s	• Administrative Staff; Campuses

Administrative/Director's Office, PUP Campus			
Total Processing Time:	Working Days: 12 minute/s		
Total Processing Fee:	Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

16. Consultation and Treatment Services for Emergency Medical Cases of Students (Without Referral)

Emergency consultation and treatment refers to an urgent medical attention / treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Location: Medical Clinic, PUP Campus	1.1. Inquire of the patient's chief complaint or illness 1.2. Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate). 1.3. Assess and evaluate the condition of the patient by taking the medical history and performing physical examination. 1.4. Provide immediate treatment / intervention.	None	1 minute/s	• Physician/Nurse; Campuses
			2 minute/s	• Physician/Nurse; Campuses
			2 minute/s	• Physician/Nurse; Campuses
			7 minute/s	• Physician/Nurse; Campuses
2. Without referral Location: Medical Clinic, PUP Campus	2. Provide discharge instructions that includes home medications, advise and follow-up.	None	3 minute/s	• Physician/Nurse; Campuses
3. Proceed to the receiving area. Location: Medical Clinic, PUP Campus	3. Dispense the initial dose of medicine if available with instruction.	None	2 minute/s	• Physician/Nurse; Campuses
4. Fill out and sign in the Daily Treatment Record (DTR) Location: Medical Clinic, PUP Campus	4. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 18 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus

- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

17. Consultation and Treatment Services for Emergency Dental Cases of Students (Without Referral)

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the receiving area and state the reason for consultation or chief complaint. Location: <i>Dental Clinic, PUP Campus</i>	1.1. Ask for the patient's chief complaint. 1.2. Take patient's vital sign. 1.3. Assess and evaluates the condition of the patient by oral examination and medical history. 1.4. Provide immediate treatment/intervention.	None	1 minute/s	• Dentist/Dental Aide; Campuses
			2 minute/s	• Dentist/Dental Aide; Campuses
			2 minute/s	• Dentist/Dental Aide; Campuses
			3 minute/s	• Dentist/Dental Aide; Campuses
2. Without Referral Location: <i>Dental Clinic, PUP Campus</i>	2. Discharge instructions that include medication, activity, home advice, and follow-up.	None	1 minute/s	• Dentist/Dental Aide; Campuses
3. Proceed to the receiving area. Location: <i>Dental Clinic, PUP Campus</i>	3. Dispense the initial dose of medicine if available with instructions.	None	3 minute/s	• Dentist/Dental Aide; Campuses
4. Fill out and sign in the Daily Treatment Record (DTR) Location: <i>Dental Clinic, PUP Campus</i>	4. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/Dental Aide; Campuses
Total Processing Time:	Working Days: 13 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus

- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

18. Issuance of Medical Clearance for Enrollment (For students with normal chest result and no serious health problem for issuance of medical clearance.)

This procedure starts by submitting requirements to the physician for assessment of the results and physical examination for issuance of medical clearance.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students (Incoming freshmen – SHS & College, Open University, College of Law, Graduate School, Post Baccalaureate, Returning and Transferees)			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Chest x-ray (PA) result with film or CD with 1-year validity at the time of examination. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
2. Other laboratory mandated by law. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
3. Other laboratory results required by examining physician as deemed necessary. (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.			
4. Route Approval Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
5. Re-admission Form (for Returning Students) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
6. Transferee Form (for Transferees) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check student's requirements. 2.2. Assess chest X-ray result 2.3. Assess pertinent health problems.	None	1 minute/s	• Physician/Nurse; Campuses
			1 minute/s	• Physician/Nurse; Campuses
			2 minute/s	• Physician/Nurse; Campuses
3. Fill out the Registration form for students with normal chest x-rays and no other health problems. Location: Medical Clinic, PUP Campus	3. Assist students in filling out the Registration Form.	None	1 minute/s	• Physician/Nurse; Campuses

<p>4. Proceed to the assigned consultation room, and present chest x-ray and other documents required. Location: Medical Clinic, PUP Campus</p>	4.1. Assist student to the consultation room depending on their chest- x-ray result and other medical problems as follows: Area 1 – with normal chest x-ray. Area 2 – with lung findings. Area 3 – with other health problem	None	2 minute/s	• Physician/Nurse; Campuses
	4.2. Assess and evaluate chest x-ray results and other documents required upon receipt.		2 minute/s	• Physician/Nurse; Campuses
	4.3. Take medical history and perform a physical examination.		1 minute/s	• Physician/Nurse; Campuses
	4.4. Provide necessary treatment as deemed necessary.		1 minute/s	• Physician/Nurse; Campuses
5. For students with normal chest result and no serious health problem for issuance of medical clearance. Location: Medical Clinic, PUP Campus	5. For students with normal chest results and no serious health problems for issuance of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
6. Fill out and sign the Registration Form. Location: Medical Clinic, PUP Campus	6. Assist students in filling out the Daily Treatment Record.	None	2 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus

- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

19. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSHM and Tourism students with laboratory subjects as food handlers | Without Referral)

Medical Clearance issued by PUP Physicians certifying student's fitness as food handlers.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. Chest x-ray (PA) result with film or CD with 1-year validity (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.
2. Fecalysis – 1-month validity (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.
3. Anti HAV IgM with 6 months validity (1) Original Copy	Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirements.	None	1 minute/s	• Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	• Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	• Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/evaluate laboratory results upon receipt of the document.	None	2 minute/s	• Physician/Nurse; Campuses
	3.2. Take medical history and perform a physical examination		3 minute/s	• Physician/Nurse; Campuses
4. Without Referral Location: Medical Clinic, PUP Campus	4. Issuance of medical clearance if physically fit as food handlers.	None	2 minute/s	• Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record Location: Medical Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses

Total Processing Time:	Working Days: 12 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

20. Issuance of Medical Clearance for Laboratory Classes for Food-Handlers (For BSND and BSFT with laboratory classes | Without Referral)

Medical Clearance issued by PUP Physicians certifying student's fitness as food handlers.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Chest x-ray (PA) result with film or CD with 1-year validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
2. Fecalysis – 1-month validity (1) Original Copy		Agency - Division: Any DOH accredited laboratory facility or hospital of choice of the patient. - Any DOH accredited laboratory facility or hospital of choice of the patient.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask about the purpose of medical clearance.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirement.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/evaluate laboratory results upon receipt of the document.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
	3.2. Take medical history and perform physical examination		3 minute/s	<ul style="list-style-type: none"> • Medical Clinic, PUP Campus; Campuses
4. Without Referral Location: Medical Clinic, PUP Campus	4. Issuance of medical clearance if physically fit as food handlers.	None	2 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist the patient in filling out the Daily Treatment Record.	None	1 minute/s	<ul style="list-style-type: none"> • Physician/Nurse; Campuses
Total Processing Time:		Working Days: 12 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

21. Issuance of Medical Clearance for Off-Campus of Students (Without Referral)

Medical Clearance is a written document issued by PUP Campus Physicians certifying student's fitness to participate in a defined activity.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Student ID or registration card

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Student Services or Admission Office

For Situational Requirement

A. For Local: Sports and dance competitions (Exemption)

A.1. Chest x-ray (PA) with 1-year validity

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.2. ECG with 12 lead validity of 6 months for normal results.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.3. Other laboratory required by organizing agency or sponsor.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

A.4. Other documents required as deemed necessary.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

B. For Local: Team-building / Community Immersion / Immersion with water activity (Exemption)

B.1. Chest x-ray (PA) with 1-year validity

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C. For International

C.1. Chest x-ray (PA) official results with film or CD with 1-year validity.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C.2. Other laboratory as deemed necessary after assessment and physical examination of the examining physician.

(1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

C.3. Other laboratory required by organizing agency / sponsor.
 (1) Original Copy

Agency - Division: From any DOH accredited laboratory diagnostic/laboratory or hospital depending on patient's choice. - From any DOH accredited laboratory diagnostic/ laboratory or hospital depending on patient's choice.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter of request for issuance of medical clearance to the Medical Director's Office indicating the list of participants, date, and activity signed by the Adviser / Chairperson / Dean. Location: Medical Clinic, PUP Campus	1.1. Receive the letter request for endorsement.	None	1 minute/s	• Physician/Nurse; Campuses
	1.2. Approve letter of request.		8 hour/s	• Physician/Nurse; Campuses
2. Follow-up on the letter of request from the Director's Office. Location: Medical Clinic, PUP Campus	2. Hand over the approved letter of request to the student's representative.	None	1 minute/s	• Physician/Nurse; Campuses
3. Submit the approved letter of request to the medical clinic of the respective campus Location: Medical Clinic, PUP Campus	3. Receive the approved letter and inform the student on the scheduled date of clearance.	None	2 minute/s	• Physician/Nurse; Campuses
4. Proceed to the receiving area of the medical clinic on the scheduled date, state the purpose of the medical clearance needed, and present student ID / Registration card. Location: Medical Clinic, PUP Campus	4. Ask the purpose of medical clearance and look for his/her name in the master list.	None	2 minute/s	• Physician/Nurse; Campuses
5. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	5.1. Check the patient's requirements.	None	1 minute/s	• Physician/Nurse; Campuses
	5.2. Take the patient's vital signs (Blood Pressure, Pulse Rate, Temperature, Respiratory Rate)		2 minute/s	• Physician/Nurse; Campuses
6. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	6.1. Assist the student to the consultation area.	None	1 minute/s	• Physician/Nurse; Campuses
	6.2. Evaluate documents or laboratory results submitted, take a medical history, and perform a physical examination of the patient.		9 minute/s	• Physician/Nurse; Campuses
7. Without Referral Location: Medical Clinic, PUP Campus	7. Issuance of medical clearance if physically fit to participate in the off-campus activity.	None	3 minute/s	• Physician/Nurse; Campuses
8. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	8. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 8 hour/s, 23 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus

- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

22. Issuance of Medical Clearance for On-the-Job-Training of Students (Without Referral)

This service is provided to students who will undergo On-the-Job Training.

Office or Division:	Campus Administrative Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Chest x-ray (PA) view official result with film or CD with 1-year validity at the time of examination.**
(1) Original Copy

Agency - Division: Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT. - Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT.

- 2. Other laboratory as required by the company.**
(1) Original Copy

Agency - Division: Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT. - Any DOH accredited laboratory facility, hospital of choice of the patient or accredited clinic as per advised by the company or industry where he or she will take their OJT.

- 3. Other laboratory as required by examining physician after assessment and physical examination if necessary.**
(1) Original Copy

Agency - Division: Other laboratory as required by examining physician after assessment and physical examination if necessary. - Other laboratory as required by examining physician after assessment and physical examination if necessary.

For Situational Requirement

A. Additional laboratory test for food handler

Sub Situational Requirement/s

- A.a. Fecalysis or stool exam result within 1-month validity (for BSND, BSFT and BSHM).**

- A.b. Anti-HAV IgM (for BSHM)**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area of the medical clinic and Location: Medical Clinic, PUP Campus	1. Ask the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present requirement for issuance of medical clearance. Location: Medical Clinic, PUP Campus	2.1. Check the patient's requirements.	None	1 minute/s	• Physician/Nurse; Campuses
	2.2. Take the patient's vital signs (Blood Pressure)		1 minute/s	• Physician/Nurse; Campuses
	2.3. Assist the student to the consultation area.		1 minute/s	• Physician/Nurse; Campuses
3. Proceed to the consultation area and present documents. Location: Medical Clinic, PUP Campus	3.1. Assess/Evaluate laboratory results upon receipt of the document.	None	2 minute/s	• Physician/Nurse; Campuses

	3.2. Takes medical history and performs physical examination		3 minute/s	• Physician/Nurse; Campuses
4. Without Referral Location: Medical Clinic, PUP Campus	4. Issuance of medical clearance if physically fit for the on-the-job training.	None	2 minute/s	• Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record. Location: Medical Clinic, PUP Campus	5. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:	Working Days: 12 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus
 - Unisan, Quezon Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Ragay, Camarines Sur, Campus
 - Santa Maria, Bulacan Campus
 - Santa Maria, Bulacan Campus
 - Biñan City, Laguna Campus
 - San Juan City Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Lopez, Quezon Campus
 - Taguig City Campus
 - Mariveles, Bataan Campus
 - Quezon City Campus
 - San Pedro City Laguna, Campus
 - Santo Tomas, Batangas Campus
 - Cabiao, Nueva Ecija Campus
 - General Luna, Quezon Campus
 - Calauan, Laguna Campus
 - Ragay, Camarines Sur Campus
 - Santa Rosa City, Laguna Campus
 - Pulilan, Bulacan Campus
 - Maragondon, Cavite Campus
 - Mulanay, Quezon Campus
 - Alfonso, Cavite Campus
 - Unisan, Quezon Campus
 - Parañaque City Campus
 - Parañaque City Campus

23. Request for the Reservation of Campus Facilities (If Not Available)

This is to facilitate the use of university facility following Memorandum Order No. 39 s. 2012 whose activity are for subject or academic requirement use.

Office or Division:	Campus Administrative Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Letter of intent approved by the Campus Director (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Administrative Office PUP Campus 2. Request for the use of Facilities Form (2) Original Copy Agency - Division: Polytechnic University of the Philippines - Administrative Office PUP Campus 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present Letter of request duly signed and approved by the Campus Director Location: Administrative/Director's Office, PUP Campus	1. Issue request form to the client	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses
2. Secure Request for the use of Facilities Form at the Administrative Office Location: Administrative/Director's Office, PUP Campus	2. Have the client/s affix their names to the office logbook for control and reference	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses
3. Fully accomplish the form Location: Administrative/Director's Office, PUP Campus Notes/Instruction: Fully accomplish the form: 1. Requesting Party/Person 2. Department/Office 3. Purpose of Request 4. Date Requested 5. Date to be Used Facility and equipment requested 6. Have the filled-up form signed by the Adviser/Head of Office 7. Return the filled-up form to the Administrative Office for Approval	3. Receive the filled-out request form and check for the availability of the facility/equipment requested for the date of use on the request form.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses
4. If Not Available Location: Administrative/Director's Office, PUP Campus	4. Check for other available dates for the request. Once settled, forward the request to the Administrative Officer for Approval	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses
5. Receive the approved request form from the Staff of the Administrative Office and wait for the requested date to use the Facility. Location:	5. Issue One (1) copy of the request to the client and have the other copy on file.	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses

Administrative/Director's Office, PUP Campus			
Total Processing Time:	Working Days: 12 minute/s		
Total Processing Fee:	Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

Campus Student Services and Affairs Office

1. Application for New Identification Card

This service is provided for students who are availing of a new identification card because they are transferees or shiftees. Old or resident students may also avail of this service if they wish to update the information in their old ID or if their IDs have been damaged or have become defective.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Current Registration Card (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Campuses			
2. Form PUP-NRID-5-OFSS-007 (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
Remarks: Click here to view the copy of new/application of ID https://drive.google.com/file/d/1LvhKZbFzsLnoJEvIK_tnSSy6ew5g256T/view				
3. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the Office of the Student Services the filled-out form for application of new ID Location: Office of the Student affairs Services	1. Receive the form	None	2 minute/s	<ul style="list-style-type: none"> • OSS Staff Campus; Campus Student Services and Affairs Office
2. Seek approval of the request by the Office of the Director of OSS Location: Office of the OSS	2. Approve the request	None	1 minute/s	<ul style="list-style-type: none"> • OSS Head Campus; Campus Student Services and Affairs Office
3. Pay corresponding fee at the Cashier's Office Location: Cashier's Office Campus	3. Receive the payment and issue official receipt	None	2 minute/s	<ul style="list-style-type: none"> • Collection Officer Campus; Any of requesting office / division
4. Proceed to the OSS for the processing and issuance of ID Location: Office of the Vice President for Campuses (OVPC)	4. Process and issue the printed ID	None	2 working day/s, 17 minute/s	<ul style="list-style-type: none"> • VPC Staff PUP Main Building; Any of requesting office / division

5. Sign in the OSS logbook provided for the purpose Location: Office of the Student Services	5. Require the student/alumni to sign in the logbook	None	1 minute/s	• OSS Staff Campus; Campus Student Services and Affairs Office
Total Processing Time:		Working Days: 2 working day/s, 23 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus
 - Unisan, Quezon Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Ragay, Camarines Sur, Campus
 - Santa Maria, Bulacan Campus
 - Santa Maria, Bulacan Campus
 - Biñan City, Laguna Campus
 - San Juan City Campus
 - Bansud, Oriental Mindoro Campus
 - Sablayan, Occidental Mindoro Campus
 - Lopez, Quezon Campus
 - Taguig City Campus
 - Mariveles, Bataan Campus
 - Quezon City Campus
 - San Pedro City Laguna, Campus
 - Santo Tomas, Batangas Campus
 - Cabiao, Nueva Ecija Campus
 - General Luna, Quezon Campus
 - Calauan, Laguna Campus
 - Ragay, Camarines Sur Campus
 - Santa Rosa City, Laguna Campus
 - Pulilan, Bulacan Campus
 - Maragondon, Cavite Campus
 - Mulanay, Quezon Campus
 - Alfonso, Cavite Campus
 - Unisan, Quezon Campus
 - Parañaque City Campus
 - Parañaque City Campus

2. Application for Replacement of Lost Identification Card

This request is processed by the OSS for students who replacement of their identification cards due to loss/theft.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Current Registration Card (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Campuses			
2. Application for Replacement of Lost Identification Card Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Campuses			
Remarks:				
1. Click here to view the copy of the form: https://drive.google.com/file/d/150ijzdHofoMcJzc6L_fChnmM-HSe8GHo/view				
2. Attach with Parents/Gurdian ID or Cedula (for undergraduate students only)				
3. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the Office of the Student Services the filled-out form for application for replacement of lost ID Location: Office of Students Assistance Services	1. Receive the form	None	2 minute/s	<ul style="list-style-type: none"> OSS Staff Campus; Campus Student Services and Affairs Office
2. Pay corresponding fee at the Cashier's Office Location: Cashier's Office	2. Receive the payment and issue official receipt	Standard Fees Breakdown: Processing Fee: PHP 150 <hr/> Total: PHP 150	2 minute/s	<ul style="list-style-type: none"> Collection Officer Campus; Any of requesting office / division
3. Present to the OSS the official receipt of payment for the processing and issuance of ID Location: Office of the Vice President for Campuses (OVPC)	3. Process and issue the ID	None	2 working day/s, 18 minute/s	<ul style="list-style-type: none"> OVPC Staff PUP Main; Any of requesting office / division
4. Sign in the OSS logbook provided for the purpose Location: Office of the Students Affairs and Services	4. Require the student to sign in the logbook	None	1 minute/s	<ul style="list-style-type: none"> OSS Staff Campus; Campus Student Services and Affairs Office
Total Processing Time:	Working Days: 2 working day/s, 23 minute/s			

Total Processing Fee:	Total Standard Fee: PHP 150
-----------------------	--------------------------------

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

3. Consultation Service

It is a process that seek and give advice, opinion or information between clients and government services. This service includes guidance, counseling and psychological related interviews, test validation, and researches.

Office or Division:	Campus Student Services and Affairs Office							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Identification card/Registration certificate (1) Original Copy								
Agency - Division: Polytechnic University of the Philippines - Office of the Student Services/Office of Admission's Services								
2. Letter of Request noted by the Faculty in charged/Chair/Dean (1) Original Copy								
Agency - Division: Polytechnic University of the Philippines - Department/College								
3. Appointment Slip (1) Original Copy								
Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Proceed to the front desk staff and present required document Location: Office of counseling and Psychological Services	1. Verify documents presented	None	1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division 				
2. Sign in the client Log Book Location: Office of counseling and Psychological Services	2. Give the Log Book to the client	None	1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division 				
3. Accomplish Appointment Slip Location: Office of counseling and Psychological Services	3.1. Give Appointment Slip to be accomplished	None	2 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division 				
	3.2. Advise and assist the client to the assigned counselor		1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division 				
4. Undergo Background Verification Location: Office of counseling and Psychological Services	4. Gather information to have a background knowledge about the client and the topic or area to be consulted	None	8 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division 				
5. Collect information necessary for the topic or area to be consulted Location: Office of counseling and Psychological Services	5. Provide information	None	14 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus.; Campus Student Services and Affairs Office 				

6. Secure an appointment slip Location: Office of counseling and Psychological Services	6. For services such as test validation and research provide another schedule to complete the service	None	1 minute/s	• Guidance Counselor Campus; Any of requesting office / division
Total Processing Time:		Working Days: 28 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

4. Counseling Service

It is a goal-oriented relationship between a professionally trained counselor and an individual seeking help for bringing about a meaningful awareness and understanding of the self and environment, improving planning and decision making, and formulating new ways of behaving, feeling, and thinking for problem resolution and/or development growth.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Identification card/Registration certificate (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Student Services/ Office of Admission's Services
2. Referral Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of counseling and Psychological Services-Front desk
3. Call Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Different Colleges and department
4. Appointment Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services
5. Personal data sheet (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk staff and present required document to schedule for a counseling session. Location: Office of Counseling and Psychological Services	1. Verify documents presented	None	1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division
2. Sign in the client Log Book Location: Office of Counseling and Psychological Services	2. Give the Log Book to the client	None	1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Any of requesting office / division
3. AccomplishPersonal Data Sheet Location: Office of Counseling and Psychological Services	3. Give Personal data Sheet to be accomplished	None	5 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Campus Student Services and Affairs Office
4. Undergo Initial Assessment Location: Office of Counseling and Psychological Services	4.1. Interview and gather information for client's areas of concern	None	23 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Campus Student Services and Affairs Office
	4.2. Provide and discuss about counseling procedures		13 minute/s	<ul style="list-style-type: none"> • Guidance Counselor

				Campus; Campus Student Services and Affairs Office
5. Secure an appointment slip Location: Office of Counseling and Psychological Services	5. 5. For client needing more than one sessions, provide another session	None	1 minute/s	<ul style="list-style-type: none"> • Guidance Counselor Campus; Campus Student Services and Affairs Office
Total Processing Time:	Working Days: 44 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Issuance of Recommendation Letter

A document which assess the student's attributes, characteristics, and abilities. It is issued by the counselor or psychologist to the requesting student who is asking for recommendation for academic or employment purposes.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Transferring and Graduating Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Identification card or Registration certificate (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Campus Guidance Office or Office of the Student Affairs and Services
Remarks:		Proceed to the Office of the Student Services or Office of the Admission's Services
2. Copy of Grades (1) Photo Copy		Agency - Division: Polytechnic University of the Philippines - Campus Guidance Office or Office of the Student Affairs and Services
Remarks:		Click the PUP SIS account
3. Duly accomplished exit Interview Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Campus Guidance Office or Office of the Student Affairs and Services
Remarks:		Proceeds to the Office of the Student's Services or Office of Admission Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present required document Location: Campus Guidance Office or Office of the Student Affairs and Services	1. Verify documents presented and give the log book to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Campus Student Services and Affairs Office
2. Accomplish Exit Interview Form Location: Campus Guidance Office or Office of the Student Affairs and Services	2. Give exit interview form to be accomplished	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Campus Student Services and Affairs Office
3. Undergo Background Verification Location: Campus Guidance Office or Office of the Student Affairs and Services	3. Gather information to have a background knowledge about the client	None	23 minute/s	<ul style="list-style-type: none"> Guidance Counselor; Campus Student Services and Affairs Office
4. Issuance of the Recommendation Letter Location: Campus Guidance Office or Office of the Student Affairs and Services	4. Issue the Recommendation Letter	None	23 minute/s	<ul style="list-style-type: none"> Administrative Staff;
Total Processing Time:	Working Days: 50 minute/s			
Total Processing Fee:	Total Standard Fee: None			

6. Issuance of Student/Alumni Referral and Recommendation

Letter that recommends a PUP Student/Alumnito an industry for a full-time, part-time, summer employment or internship opportunities.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Student/Alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Duly Accomplished Student/ Alumni Request Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Office of the Student Affairs and Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Approach Receiving Clerk for verification of documents Location: Campus Student Affairs and Services Office	1. Receive and verify documents presented and give the log book to the client	None	10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Campus Student Services and Affairs Office
2. Accomplish Exit Interview Form while waiting for the letter of recommendation / referral Location: Campus Student Affairs and Services Office	2. Give the Exit Interview Form to be accomplished by the client	None	19 minute/s	<ul style="list-style-type: none"> Administrative Staff; Campus Student Services and Affairs Office
3. Receive and verifies Letter of Recommendation Location: Campus Student Affairs and Services Office	3. Check and issue the recommendation /referral	None	24 minute/s	<ul style="list-style-type: none"> Administrative Staff; Campus Student Services and Affairs Office
Total Processing Time:		Working Days: 53 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus
 - Calauan, Laguna Campus
 - Santo Tomas City, Batangas Campus
 - Maragondon, Cavite Campus
 - Alfonso, Cavite Campus
 - Lopez, Quezon Campus
 - General Luna, Quezon Campus

- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

7. Permission to Conduct an Activity

The OSS processes requests for permit to conduct activities by the student councils, student publications and accredited student organizations' for their meetings, assemblies, seminars, conferences, cultural presentations, and other activities.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <p>1. Current Registration Card or Identification Card (for currently enrolled student); Alumni ID or TOR with picture (for graduate) (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Office of Student Affairs and Services</p> <p>Remarks: The form can be secured from the Office of Student Affairs and Services</p> <hr/> <p>2. Form PUP-RPCA-5-OFSS-003 (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Office of Student Affairs and Services</p> <p>Remarks: The form can be secured from the Office of Student Affairs and Services</p> <hr/> <p>3. Letter of Request (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Office of Student Affairs and Services</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present letter of request to the Office of Student Affairs and Services. The letter should be addressed to the Head of Student Affairs and Services duly noted by the organization Adviser Location: Campus Student Affairs and Services Office	1. Receive and check the letter	None	7 minute/s	<ul style="list-style-type: none"> • Staff/ Head of Student Affairs and Services; Campus Student Services and Affairs Office
Total Processing Time:		Working Days: 7 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Campuses
- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus

- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

8. Processing of Request for Academic Verification Service

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants, thru walk-in or on-line, who claimed to have studied or graduated in this university.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. WALK-IN VERIFICATION	
Sub Situational Requirement/s	
A.a. Letter of request with letter head A.a.1. Photocopy of TOR, Diploma or credentials submitted (1) Original Copy	
Applicant / Client	
A.a.2. Authorization letter signed by the student/graduate (1) Original Copy	
Applicant / Client	
A.a.3. Proof of payment (1) Original Copy	
Agency - Division: Polytechnic University of the Philippines - Cashier's Office	
A.a.4. Authorization letter signed by the student/graduate (1) Original Copy	
Applicant / Client	
B. ON-LINE VERIFICATION	
B.1. Letter of request with letter head (1) Original Copy	
Applicant / Client	
B.2. TOR, Diploma or credentials submitted (1) Photo Copy	
Applicant / Client	
B.3. Scanned proof of payment for verification outside the country (1) Original Copy And (1) Electronic Copy	
Applicant / Client	
B.4. Authorization letter signed by the student/graduate (1) Original Copy	
Applicant / Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request duly signed by the authorized company officer in charge with required documents for verification for Walk-in, or email for on-line verification Location: Polytechnic University of the Philippines-Admissions and Registration Office	1. Give logbook and affix signature. 1.2 Accept request and required documents and start initial assessment and verification of completeness for walk-in. Acknowledge request for online verification 1.3 If documents are complete Return the receiving copy of letter of request If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	15 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration ; Campuses
2. Follow-up request for any updates. Location: Polytechnic University of the Philippines - Admission and Registration Office	2. Processes request and issues advisory and updates whenever necessary and notify the client when document is ready for release. If the verification is processed, informs the client to pay verification fee.	None	2 working day/s, 24 minute/s	<ul style="list-style-type: none"> Admission and Registration Head; Campuses

<p>3. Proceed to the Cashier's Office for payment of fees for walk in verification. Submit scanned copy of payment made thru bank if outside the country Location: Polytechnic University of the Philippines Notes/Instruction: <i>P200.00 for local verification</i> <i>USD 10.00 for outside the country</i></p>	<p>3. Accepts payment of verification</p>	<p>Possible Fees Breakdown: Processing Fee: PHP 200 For outside the Country: USD 10</p>	<p>8 minute/s</p>	<ul style="list-style-type: none"> • Cashier's Office; Campuses
<p>4. Pick up the verification results/documents for walk in Location: POlytechnic University of the Philippines Notes/Instruction: <i>Check online the emailes verification results</i></p>	<p>4. Issues verification results Give logbook and sign and evaluate service rendered. Send thru email the verification result</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Head of Admission and Registration ; Campuses
Total Processing Time:		Working Days: 2 working day/s, 57 minute/s		
Total Processing Fee:		<p>Total Standard Fee: None See other fees below</p>		
<p>Possible Fees</p> <p>Processing Fee : 200 For outside the Country : 10</p>				

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus

- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

9. Processing of Request for Application for Graduation SIS and Non-SIS

A student who has already completed all the academic requirements and cleared of all accountabilities can submit his application for graduation.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Graduating Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Accomplished and printed copy of the Application for Graduation thru SIS Account (1) Original Copy Applicant / Client 2. Accomplished copy of the Application for Graduation for Non-SIS (1) Original Copy Applicant / Client <p>Remarks: Proof of payment, if not covered by RA 10931 covered otherwise known as Universal Access to Quality Tertiary Act of 2017</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount indicated in the payment voucher through the Cashier's Office Location: Polytechnic University of the Philippines Notes/Instruction: <i>P150.00 (if not covered by RA 10931)</i>	1. Accept payment and issues official receipt.	Standard Fees Breakdown: Processing Fee: PHP 150 <hr/> Total: PHP 150	5 minute/s	<ul style="list-style-type: none"> • Cashier's Office Staff; Campuses
2. Submit two copies of accomplished and printed Application for Graduation thru SIS (AFG). Submit two (2) copies of AFG form at the receiving window for non-SIS Location: Polytechnic University of the Philippines	2. Give Logbook and affix signature 2.2 Accept application for graduation by the receiving window 2.3 Endorses the AFG to the Records Room for retrieval of student records 2.4 Distribute the student records to the Records Analyst in charge of program for checking and validation	None	41 minute/s	<ul style="list-style-type: none"> • Head of Admission and Registration Office; Campuses
3. Check SIS Account for any update or advisory from Head of Student Services Location: Polytechnic University of the Philippines	3. Process request and issues advisory and updates whenever necessary If complete, forwards records to evaluator for first evaluation. If not complete, informs the applicant thru SIS Account.	None	2 working day/s, 41 minute/s	<ul style="list-style-type: none"> • Head of Admission Office ; Campuses
4. Monitor the SIS account for advisory from the evaluator Location: Polytechnic University of the Philippines	4. Evaluate all courses as prescribed by the approved curriculum and checks completeness of documents in the student envelope If approved, print the Certificate of Candidacy (COC) and the computer-generated general Clearance Form	None	1 hour/s, 1 minute/s	<ul style="list-style-type: none"> • Head of Admission and Registration Office; Campuses

5. Proceed to the Fund Management Office (Cashiers Office) for payment of fees Location: Polytechnic University of the Philippines	5. Receive payment of fees for those not covered by RA 10931	Possible Fees Breakdown: Graduation Fee: PHP 600 Non-Engineering: PHP 350 Engineering: PHP 450 Diploma: PHP 200 Certificate of Registration : PHP 150 Document : PHP 90	5 minute/s	• Cashier's Office Personnel; Campuses
Total Processing Time:	Working Days: 2 working day/s, 2 hour/s, 33 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 150 See other fees below			
Possible Fees Graduation Fee : 600 Non-Engineering : 350 Engineering : 450 Diploma : 200 Certificate of Registration : 150 Document : 90				

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus

- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

10. Processing of Request for Credentials Service (Course/Subject Description)

A Course/Subject Description is requested by client to describe the content of the course taken by the student within the curriculum.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Student's Request Letter

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Campus Registrar's Office

2. General Clearance showing the client is cleared of all accountabilities

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Campus Registrar's Office

3. 2 (two) pcs. 2"x2" picture in Formal Attire

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Campus Registrar's Office

4. Documentary stamp

(1) Original Copy

Applicant / Client

5. Proof of payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Campus Cashier's Office

6. 1 (one) Long Brown Envelope

(1) Original Copy

Applicant / Client

7. When claiming documents: Authorization letter and ID if claimant is immediate family member. Special Power of Attorney (SPA) if the claimant is other than the immediate family.

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. ay the amount indicated in the payment voucher to the Cashier's Office Location: Polytechnic University of the Philippines	1. Accept payment and issues official receipt.	Standard Fees Breakdown: Processing fee per course description: PHP 150 <hr/> Total: PHP 150	4 minute/s	<ul style="list-style-type: none"> Campus Cashier's Office; Campuses
2. Present proof of payment and submit the application at the Admission and Registration Office Location: Polytechnic University of the Philippines	2. Request client to sign the logbook 2.2 Accept application and required documents and start initial assessment and verification of completeness. 2.3 If documents are complete: 2.3.1 Indicate in the clients copy of the application form the tentative date of release of requested course/subject description. 2.3.2 Return the proof of payment and clients copy of the application form. 2.3.3 If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	8 minute/s	<ul style="list-style-type: none"> Head of Registrar Office; Campuses

3. Check email or ODRS accounts for any update or advisory from Head of Admission and Registration Location: Polytechnic University of the Philippines	3. Process request and issues advisory and updates whenever necessary 3.1Notify the client when document is ready for release.	None	3 working day/s, 3 hour/s, 11 minute/s	• Registrar's Staff; Campuses
4. Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic Univdversity of the Philippines	4. Verify the documents presented 4.1 Issue the requested course/subject descriptions	None	12 minute/s	• Registrar's Office personnel; Campuses
5. Acknowledge receipt of the requested certification/s Location: Polytechnic University of the Philippines	5. Request client to sign the logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Office Personnel; Campuses
Total Processing Time:		Working Days: 3 working day/s, 3 hour/s, 43 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus

- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

11. Processing of Request for Correction of Entry of Grade, Completion of Incomplete Grade, Late Reporting of Grade

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (Inc) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall be lapsed "No Credit (N) or a failing mark.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Currently Enrolled Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Completion Form 3 (three) copies (3) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP Website
Remarks:	
Download to PUP website	
2. Photocopy of Class Record of the Faculty (1) Photo Copy	Applicant / Client
3. Notarized Affidavit for the Change of Grades signed by the Professor (1) Original Copy	Applicant / Client
4. Proof of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office
5. Official Logbook (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Campuses

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount for correction of Grade at the Cashier's Office Location: Polytechnic University of the Philippines	1. Accept payment and issues official receipt.	Standard Fees Breakdown: Processing Fee: PHP 30 <hr/> Total: PHP 30	5 minute/s	• Cashier's Office Staff; Campuses
2. Submit accomplished Completion Form and required documents to the Professor for the completion of incomplete subject Location: Polytechnic University of the Philippines	2. Accept application and required documents and gives grade	None	15 minute/s	• PUP Assigned Professor ; Campuses
3. Proceed to the Program Head of Academic Programs for the signature and approval Location: Polytechnic University of the Philippines	3. Give logbook and affix signature. 3.2 Affix the signature of the Assigned Professor once validates the authenticity of the entry. 3.3 Record in the logbook the duly signed completion form and submits one copy to the Office of the Campus Registrar and a receiving copy for the Admission Office.	None	20 minute/s	• Head of Admission and Registration Office; Campuses
4. Check the SIS account if grade is already tagged Location: Polytechnic University of the Philippines	4. Accept the completion form with required documents. 4.2 Forward to the Campus Registrar for signature. 4.3 Log the duly signed completion form and forwards the same to the assigned Records Analyst for tagging.	None	5 working day/s, 19 minute/s	• Head of Admission and Registration Office; Campuses

Total Processing Time:	Working Days: 5 working day/s, 59 minute/s
Total Processing Fee:	Total Standard Fee: PHP 30

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

12. Processing of Request for Correction of Name in Conformity with the Philippines Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records

A student can apply for correction of her/his name with the option to correct in conformity with the name appeared the Philippine Statistics Authority and or school records for the SIS and Non SIS students

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter address to the Campus Registrar (1) Original Copy	Applicant / Client			
2. Original Copy of PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Applicant / Client			
Remarks: annotated if there is a petition filed				
3. Parent Affidavit / Affidavit of Discrepancy (1) Original Copy	Applicant / Client			
4. Joint Affidavit of Two Disinterested Person (1) Original Copy And (1) Photo Copy	Applicant / Client			
5. Corrected copy of F137A/TOR (if applicable) (1) Original Copy And (1) Photo Copy	Applicant / Client			
6. Original copy of Transcript of Records and Diploma (if previously issued) (1) Original Copy And (1) Photo Copy	Applicant / Client			
7. General Clearance showing the client is cleared of all accountabilities (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Registrar			
8. 2 (two) pcs. 2" x 2" picture in Formal Attire (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Registrar			
9. Proof of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office			
10. 1 (one) Long Brown Envelope (Sample: one pc)	Applicant / Client			
11. 11. When claiming documents: 11.1 Authorization letter and ID if claimant is immediate family member Special Power of Attorney (SPA) if the claimant is other than the immediate family. (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount for correction of name at the Cashier's Office Location: Polytechnic University of the Philippines	1. Accept payment and issue official receipt.	Standard Fees Breakdown: Processing fee: PHP 150 <hr/> Total: PHP 150	4 minute/s	• Cashier's Office Staff; Campuses

2. Submit accomplished Application for Correction of Name and required documents to the assigned Records Analyst Location: Polytechnic University of the Philippines	2. Request client to sign the logbook 2.2 Accept application and required documents and start initial assessment and verification of completeness. 2.3 If documents are complete: 2.3.1 Indicate in the clients copy of the application form the tentative date of release of requested Certification. 2.3.2 Return the proof of payment and clients copy of the application form. 2.3.3 If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	8 minute/s	• Registrar's Office Personnel; Campuses
3. Check email for any updates or advisory from Head of Admission and Registration Location: Polytechnic University of the Philippines	3. Process request and issue advisory and updates whenever necessary. 3.2 Notify the client when document is ready for release.	None	6 working day/s, 6 hour/s, 29 minute/s	• Registrar's office Personnel; Campuses
4. Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic University of the Philippines	4. verify the documents presented. 4.2 issue the requested certification/s.	None	12 minute/s	• Registrar's Office Personnel; Campuses
5. Acknowledge receipt of the requested certification/s Location: Polytechnic University of the Philippines	5. Request client to sign the logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Office Personnel; Campuses
Total Processing Time:		Working Days: 6 working day/s, 7 hour/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus

- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

13. Processing of Request for Course Accreditation Service- Senior High School to Bridge Course

Subjects taken in another Senior High School shall be accredited to Bridge Course Subject only and zero units as required in the PUP curriculum.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Course Accreditation Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP Website			
Remarks:				
To be downloaded from the PUP Website				
2. Curriculum Sheet used upon admission Curriculum Sheet used upon admission (1) Original Copy	Applicant / Client			
3. Informative copy of grades for PUP SHS graduates (1) Original Copy	Applicant / Client			
4. Form 138 or 137 for graduates from other Senior High School (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Application for Accreditation of Courses Form of subject together with the required documents Location: Polytechnic University of the Philippines	1. Give logbook and affix signature. Approve and sign Accreditation of Course.	None	7 hour/s	<ul style="list-style-type: none"> Head of Admission and Registration Office; Campuses
2. Present accomplished Accreditation Form with complete requirements to Admission and Registration Office Location: Polytechnic University of the Philippines	2. Checks completeness of the presented Accreditation Form. 2.2 If complete, signs the Accreditation Form. 2.3 If not complete, returns the form to the student for compliance.	None	4 hour/s, 20 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Admission's Office; Campuses
3. Present accomplished Accreditation Form to Admission and Registration Office Location: Polytechnic University of the Philippines	3. Accept and tags the duly signed Accreditation Form. 3.2 Give logbook and sign and evaluate service rendered.	None	5 hour/s, 12 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Admission's Office; Campuses
4. Submit the signed Accreditation Form to the Head of Student Services Location: Polytechnic University of the Philippines	4. Give logbook and affix signature. 4.2 Accept Accreditation Form for signature of the Campus Registrar.	None	10 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Admission's Office; Campuses
Total Processing Time:	Working Days: 1 working day/s, 5 hour/s, 42 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

14. Processing of Course Accreditation Service (for Transferees)

Subjects taken in another university/college of recognized standing not exceeding 30 units including P.E. and NSTP shall be accredited provided they have the same subject description as those in the PUP curriculum. All subjects taken by transferees from branches and campuses of PUP are accredited provided the transferring student is enrolled in the same course. If not, only mandatory and general education subjects are accredited.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Situational Requirement				
A. TRANSFEREES FROM ANOTHER UNIVERSITY/COLLEGE:				
A.1. Accomplished Course Accreditation Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP Website			
Remarks: To be downloaded from the PUP Website				
A.2. Curriculum Sheet upon Admission to PUP (1) Original Copy	Applicant / Client			
A.3. Certified Copy of TOR with Remarks“Copy for PUP” (1) Original Copy	Applicant / Client			
A.4. Subject Description taken from other school /university (1) Original Copy	Applicant / Client			
A.5. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office			
B. TRANSFEREES FROM BRANCH AND CAMPUS TO PUP MAIN:				
B.1. Accomplished Accreditation Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP Website			
Remarks: To be downloaded from the PUP Website				
B.2. Curriculum Sheet upon Admission to PUP (1) Original Copy	Applicant / Client			
B.3. Certified Copy of TOR with Remarks“Copy for PUP” (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplished Application for Accreditation of Courses Form of subject together with the required documents Location: Polytechnic University of the Philippines Notes/Instruction: <i>P12.00 per unit for transferees from another University/College</i>	1. 1.1Give logbook and affix signature. 1.2Approve and sign Accreditation of Course.	Standard Fees Breakdown: Fee per unit: PHP 12 <hr/> Total: PHP 12	6 hour/s, 45 minute/s	<ul style="list-style-type: none"> Head of Academic Programs Academic Office; Campuses

2. Submit the checked and verified Accreditation Form Location: Polytechnic University of the Philippines	2. 4.1Give logbook and affix signature. Accept Accreditation Form for signature of the Campus Registrar	None	10 minute/s	• Head of Admission and Registration Admission's Office; Campuses
3. 5. For transferees from another University/ Branch, Proceed to the Cashier's Office Location: Polytechnic University of the Philippines Notes/Instruction: <i>P 12 per unit</i>	3.1. 5.1Accept Accreditation Form and assess payment	None	15 minute/s	• Cashier Cashier's Office; Campuses
	3.2. Accept payment and issue official receipt		10 minute/s	• Cashier Cashier's Office; Campuses
4. Present accomplished Accreditation Form with complete requirements to the Admission and Registration Office Location: Polytechnic University of the Philippines	4. 3.1Check and validate the Accreditation Form	None	7 hour/s	• Admission Services Staff; Campuses • Head of Admission and Registration Admission's Office; Campuses
5. Present accomplished Accreditation Form with complete requirements to the Admission and Registration Office Location: Polytechnic University of the Philippines Notes/Instruction: <i>No fee, transferees from branches and campuses</i>	5. 2.1Check completeness and validate Accreditation Form 2.2If complete, advise the student to comeback the following day If not complete, returns the form to the student for compliance	None	10 minute/s	• Head of Admission and Registration Admission's Office; Campuses
6. Submit original copy to Office of Admission Services and photocopy to OVPC for tagging. (End of transaction) Location: Polytechnic University of the Philippines	6. 5.1Accept the duly signed Accreditation Form 5.2Give logbook and sign and evaluate service rendered	None	2 hour/s	• OVPC staff; Any of requesting office / division
Total Processing Time:		Working Days: 1 working day/s, 5 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 12		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus

- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cабiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

15. Processing of Request for Credentials Service (Certificates of Attendance, Graduation, Medium of Instruction, General Weighted Average, Non Issuance of Special Order and Certified True Copy)

A student/client can apply for these certifications as needed while a Certificate of Transfer Credential/Honorable Dismissal is a document certifying that a student has no pending accountabilities thereby he/she is honorably dismissed from the University.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Paranaque Students and alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Student's Request Letter (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Registrar's Office
2. General Clearance showing the client is cleared of all accountabilities (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Registrar's Office
3. 2" x 2" picture in Formal Attire (Sample: 2 pcs)	Agency - Division: Polytechnic University of the Philippines - PUP Website
Remarks: To be uploaded by the Client in the ODRS	
4. Official receipt for documentary stamp (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office
5. Proof of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - FMO
Remarks: Proceed to the Cash Receipts Section, FMO	
6. Long Brown Envelope (Sample: 1 pc)	Applicant / Client
7. When claiming documents: 8. Authorization letter and ID if claimant is immediate family member Special Power of Attorney (SPA) if the claimant is other than the immediate family. (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount indicated in the payment voucher to the Cashier's Office Location: Polytechnic University of the Philippines Notes/Instruction: Fee of Php 150.00 per Certificate	1. Accept payment and issues official receipt.	Standard Fees Breakdown: Processing fee: PHP 150 <hr/> Total: PHP 150	4 minute/s	• Registrar's Office Personnel; Campuses
2. Present proof of payment and submit the application at the Admission and Registration Office Location: Polytechnic University of the Philippines	2. Request client to sign the logbook. 2.2 Accept application and required documents and start initial assessment and verification of completeness. 2.3 If documents are complete: 2.3.1 Indicate in the client copy of the application form the tentative date of release of requested Certification. 2.3.2 Return the proof of payment and client copy of the application form. 2.3.3 If not complete,	None	8 minute/s	• Registrar's Office Personnel; Campuses

	advice the client to comply with the lacking requirements otherwise the application will not be processed.			
3. Check email or follow up for any update or advisory from the Registrar's Office Location: Polytechnic University of the Philippines	3. Process request and issues advisory and updates whenever necessary. 3.2 Notify the client when document is ready for release.	None	3 working day/s, 3 hour/s, 11 minute/s	• Registrar's Office Personnel; Campuses
4. Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic University of the Philippines	4. Verify the documents presented. 4.2 issue the requested certification/s.	None	12 minute/s	• Registrar's Office Personnel; Campuses
5. Acknowledge receipt of the requested certification/s Location: Polytechnic University of the Philippines	5. Request client to sign the logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Office Personnel; Campuses
Total Processing Time:		Working Days: 3 working day/s, 3 hour/s, 43 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus

- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

16. Processing of Request for Credentials Service (Certification, Authentication, Verification) CAV/APOSTILE

A graduated student/client can apply for the Certification, Verification, Authentication (CAV/Apostile) and submits photocopy of his credentials to be certified and put in a sealed envelope for DFA, CHED or PRC.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students and alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Student's Request Letter (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Registrar's Office
2. General Clearance showing the client is cleared of all accountabilities (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Registrar's Office
3. Letter request addressed to CHED Regional Director (for CAV-CHED request only) (1) Original Copy		Applicant / Client
4. 2" x 2" picture in Formal Attire (Sample: 2 pcs)		Applicant / Client
5. Documentary stamp (Sample: 1 pc)		Applicant / Client
6. Proof of payment (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Cashier's Office
7. Long Brown Envelope (Sample: 1 pc)		Applicant / Client
8. 16. When claiming documents: a. Authorization letter and ID if claimant is immediate family member Special Power of Attorney (SPA) if the claimant is other than the immediate family. (1) Original Copy		Applicant / Client
Remarks: To be submitted by the representative of the client		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Pay the amount indicated in the payment voucher through the Cashier's Office Location: Polytechnic University of the Philippines	1. Accept payment and issues official receipt.	Possible Fees Breakdown: for DFA: PHP 920 for Special Certification: PHP 150 for CHED: PHP 620 for PRC: PHP 470	8 minute/s	• Cashier's office personnel; Campuses
2. Present proof of payment and submit the application at the Admission and Registration Office Location: Polytechnic University of the Philippines	2. Request client to sign the logbook. 2.2 Accept application and required documents and start initial assessment and verification of completeness. 2.3 If documents are complete: 2.3.1 Indicate in the client copy of the application form the tentative date of release of requested CAV. 2.3.2 Return the proof of payment and client copy of the application form. 2.3.3 If not complete, advise the client to comply with the lacking requirements	None	2 working day/s, 6 hour/s, 42 minute/s	• Registrar's Office Personnel; Campuses

	otherwise the application will not be processed.			
3. Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic University of the Philippines	3. verify the documents presented. 3.2 issues the requested CAV.	None	12 minute/s	• Registrar's Office Personnel; Campuses
4. Acknowledge receipt of the requested certification/s Location: Polytechnic University of the Philippines	4. Request the client to sign the logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Office Personnel; Campuses
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Possible Fees

for DFA : 920
for Special Certification : 150
for CHED : 620
for PRC : 470

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus

- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

17. Processing of Request for Credentials Service (Transcript of Records)

For process request for credentials of students and alumni, transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. Clients can request for the following TOR:

1. First Copy – is requested by new graduates after graduation and submission of the required documents. A student who did not graduate may also request for first copy as requirement for readmission or for transfer to another school.
2. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for specific purpose.
3. Copy for Another School – is requested by a client who transferred to another school to pursue higher education provided the Certificate of Transfer Credential (Honorable Dismissal) has been requested by the client and must be acknowledged by the Registrar where the client is presently enrolled. If the TOR with remarks "Copy for" is already issued, the client can only request for another TOR for purposes of Board Examination, employment and promotion provided a "Certificate of No Objection" will be issued by the school where the TOR Copy for" was issued.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. FIRST COPY FOR NEW GRADUATE	
A.1. Accomplished and printed copy of the application and payment voucher from the Campus registrar. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Registrar's Office personnel
Remarks: To be Printed by the Registrar	
A.2. General Clearance showing the client is cleared of all accountabilities (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP SIS account
Remarks: To be printed from SIS	
A.3. Certificate of Candidacy (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - PUP SIS account
Remarks: To be Printed from SIS	
A.4. Certificate of Conferment of Degree (Dummy Diploma) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Campuses
Remarks: Awarded during graduation ceremony	
A.5. 2" x 2" picture in Academic Gown (Toga) (Sample: 2 pcs)	Agency - Division: Polytechnic University of the Philippines - RGO
A.6. Documentary stamp (Sample: 1 PC)	Applicant / Client
A.7. Proof of payments(for applicants not covered by RA 10931 otherwise known as Universal Access to Quality Tertiary Education Act of 2017) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cash Receipts Section/ Cashier
A.8. When claiming documents: 8.1 Authorization letter and ID if claimant is immediate family member Special Power of Attorney (SPA) if the claimant is other than the immediate family. (1) Original Copy	Applicant / Client
Remarks:	

To be submitted by the representative of the client

B. SECOND AND SUCCEEDING COPIES**B.1. Letter of request by the student**

(1) Original Copy

Remarks:

To be submitted to the Registrar's Office

Agency - Division: Polytechnic University of the Philippines - Registrar's Office**B.2. 2" x 2" picture in formal attire**

(Sample: 2 pcs)

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Office

Remarks:

To be submitted to the Admission and Registration Office

B.3. Documentary Stamp

(Sample: 1 pc)

Applicant / Client

B.4. Proof of payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Cashier's Office**B.5. Acknowledged/Signed Copy of Transfer Credential/Honorable Dismissal**

(1) Original Copy

Applicant / Client

Remarks:

School where applicant is presently enrolled

B.6. When claiming documents: a. Authorization letter and ID if claimant is immediate family member Special Power of Attorney (SPA) if the claimant is other than the immediate family.

(1) Original Copy

Applicant / Client

Remarks:

To be submitted by the representative of the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. FIRST COPY FOR NEW GRADUATE 1. Submit accomplished and printed copy of application and required documents at the Admission and Registration Office Location: Polytechnic University of the Philippines Notes/Instruction: <i>Covered by RA 10931 otherwise known as Universal Access to Quality Tertiary Education Act of 2017</i>	1.1. Request the client to sign the logbook	None	1 minute/s	• Registrar's Office Personnel; Campuses
	1.2. Accept application and required documents and start initial assessment and verification of completeness.		2 minute/s	• Registrar's Office Personnel; Campuses
	1.3. If documents are complete: 1.3.1Indicate in the clients copy of the application form the tentative date of release of requested first copy of TOR.		3 minute/s	• Registrar's Office Personnel; Campuses
	1.4. If not, required the client to submit complete documents		2 minute/s	• Registrar's Office Personnel; Campuses
2. Check email or follow up for any update or advisory from the Head of Admission and Registration Location: Polytechnic University of the Philippines	2. Process request and issues advisory and updates whenever necessary Notify the client when document is ready for release.	None	8 working day/s, 4 hour/s, 48 minute/s	• Registrar's Office Personnel; Campuses

3. Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic University of the Philippines	3. verify the documents presented issue the requested TOR	None	12 minute/s	• Registrar's Office Personnel; Campuses
4. Acknowledge receipt of the requested TOR. Location: Polytechnic University of the Philippines	4. Request client to sign the logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Office Personnel; Campuses
5.SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL				
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL 5.A.Pay the amount indicated in the payment voucher through the Cashier's Office Location: Polytechnic University of the Philippines	5.A. Accept payment and issues official receipt.	Possible Fees Breakdown: Non-Engineering: PHP 350 Engineering: PHP 450 White Long Envelope for "TOR Copy For" another school: PHP 20	4 minute/s	• Cashier's Office Personnel; Campuses
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL 5.B.Present proof of payment and submit the application at the Head of Admission and Registration Location: Polytechnic UNiveristy of the Philippines	5.B.1. Request client to sign logbook	None	1 minute/s	• Registrar's Office Personnel; Campuses
	5.B.2. Accept application and required documents and start initial assessment and verification of completeness.		2 minute/s	• Registrar's Office Personnel; Campuses
	5.B.3. If documents are complete: Indicate in the client copy of the application form the tentative date of release of requested TOR. ii. ii.Return the proof of payment and client copy of the application form.		3 minute/s	• Registrar's Office Personnel ; Campuses
	5.B.4. If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.		2 minute/s	• Registrar's Personnel ; Campuses
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL 5.C.Check email or follow up for any update or advisory from Registrar's Office Location: Polytechnic University of the Philippines	5.C. Process request and issues advisory and updates whenever necessary Notify the client when document is ready for release.	None	8 working day/s, 4 hour/s, 48 minute/s	• Registrar's Personnel; Campuses
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL 5.D.Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Polytechnic University of the Philippines	5.D. verify the documents presented issues the requested TOR	None	12 minute/s	• Registrar's Personnel; Campuses
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL 5.E.Acknowledge receipt of the requested TOR. Location: Polytechnic University of the Philippines	5.E. Request Client to sign logbook and evaluate the service rendered.	None	8 minute/s	• Registrar's Personnel; Campuses
Total Processing Time:				
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL		Working Days: 8 working day/s, 5 hour/s, 20 minute/s		

*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Working Days: 8 working day/s, 5 hour/s, 24 minute/s
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Working Days: 16 working day/s, 10 hour/s, 4 minute/s
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Working Days: 8 working day/s, 5 hour/s, 28 minute/s
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Working Days: 8 working day/s, 5 hour/s, 24 minute/s
Total Processing Fee:	
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Total Standard Fee: None See other fees below
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Total Standard Fee: None See other fees below
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Total Standard Fee: None See other fees below
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Total Standard Fee: None See other fees below
*For SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL	Total Standard Fee: None See other fees below
Possible Fees Non-Engineering : 350 Engineering : 450 White Long Envelope for "TOR Copy For" another school : 20	

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus

- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

18. Processing of Request for Informative Copy of Grades

Processes certified true copy of complete academic records or informative copy of credits and grades previously taken, duly signed by the Campus Registrar and Campus Director.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	PUP Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of request stating the purpose of the request (1) Original Copy	Applicant / Client			
2. Proof of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cashier's Office			
3. PUP School Identification Card (1) Original Copy	Applicant / Client			
4. Authorization letter if to be claimed by a representative (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request letter with required documents addressed to the Head of Admission and Registration Location: Polytechnic University of the Philippines	1. Give Logbook and Affix Signature Receive and sign the letter	None	5 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Office; Campuses
2. Pay the amount to the Cashier's Office Location: Polytechnic University of the Philippines	2. accept payment and issue official receipts	Standard Fees Breakdown: Processing Fee: PHP 150 Documentary Stamp: PHP 30 <hr/> Total: PHP 180	10 minute/s	<ul style="list-style-type: none"> Cashier's Office Staff; Campuses
3. Submit request letter with required documents and proof of payments at the Admission and Registration Office Location: Polytechnic University of the Philippines	3. Accept and process the requested Informative Copy of Grades Forward the printed Informative Copy of Grades to the Office of the Campus Registrar for CTC	None	1 working day/s, 52 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Office; Campuses
4. Acknowledge receipt of requested credential. Location: Polytechnic University of the Philippines	4. Affixes signature and dry seal and issues the Informative copy Gives logbook and sign and evaluate the service rendered	None	11 minute/s	<ul style="list-style-type: none"> Head of Admission and Registration Office; Campuses
Total Processing Time:	Working Days: 1 working day/s, 1 hour/s, 18 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 180			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

19. Processing of Request for Leave of Absence

A student intend to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the Academic Head concerned for approval, stating the reason for leave. If the leave exceeds one academic year, he/she shall lose status as a student in residence

Office Legend

Campuses

- Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus

- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

20. Processing for Re-Admission (Returning Students)

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots. He/she must have complied with all other requirements for re-admission. If re-admitted within two (2) years, returning students shall be allowed to follow their old course of study or curriculum; otherwise they shall follow the curriculum existing at the time of their re-admission.

Office or Division:	Campus Student Services and Affairs Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Returning Students (Returnee)
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished re-admission form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Admission Services

2. Informative Copy of Grades/Transcript of Records

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - PUP website

Remarks:

To be uploaded in the ODRS

3. Curriculum Sheet

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Head of Academic Programs

4. Latest Certificate of Registration

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Head of Admission and Registration

5. 2" x 2"colored picture with white background with applicants name on the photo

(Sample: 2 pcs)

Applicant / Client

6. Official Receipt for re-admission

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Cashier's Office

7. Medical Clearance

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - PUP/Government Clinic

Remarks:

Any of the following:

PUP Medical Clinic/ GovernmentMedicalClinic

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to Admission Services and fill out the application for re-admission. 1.1 Secure clearance from accounting Office 1.2 Secure clearance from Campus Medical Clinic Location: Polytechnic University of the Philippines	1.1. Give Logbook and affix signature	None	2 minute/s	<ul style="list-style-type: none"> • Admission Services Staff; Campuses
	1.2. Accept the filled out application for re-admission for verification and attach all pertinent documents needed for re-admission		8 minute/s	<ul style="list-style-type: none"> • Head of Admission and Registration Admission's Office; Campuses
2. Proceed to the Cashier's Office to pay the amount Location: Polytechnic University of the Philippines	2. Accept payment and issues official receipt.	Standard Fees Breakdown: Processing fee: PHP 150 <hr/> Total: PHP 150	7 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer Cashier's Office; Campuses

3. For S.I.S. students, proceed to the Admission and Registration Office to re-activate your account. Location: Polytechnic University of the Philippines	3. Bring the proof of payment and clients copy of the application form.	None	10 minute/s	• Head of Admission and Registration Admission's Office; Campuses
4. Request Informative Copy of Grades (If you stopped for one (1) semester); Transcript of Records (TOR) if you stopped for two (2) or more years from the date of your last enrollment in P.U.P. Location: Polytechnic University of the Philippines	4.1. Process request and issue advisory and updates whenever necessary	Standard Fees Breakdown: Processing fee: PHP 150 <hr/> Total: PHP 150	2 working day/s	• Admission Services Staff; Campuses
	4.2. Notify the client when document is ready for release.		13 minute/s	• Head of Admission and Registration Admission's Office; Campuses
5. Proceed to the Head of Academic Programs for academic evaluation and approval for re-admission. Location: Polytechnic University of the Philippines	5. Evaluate the student academic records and signs the re-admission form with recommendation	None	10 minute/s	• Head of Academic Programs; Campuses
6. Go back to Admission Services and submit two (2) sets of re-admission forms and attachments: Original and duplicate copy with 2"x2" colored photo with white background and nametag. Location: Polytechnic University of the Philippines	6.1. Accept re-admission form and required documents and start initial assessment and verification of completeness.	None	5 minute/s	• Admission Services Staff Head of Admission and Registration Admission's Office; Campuses
	6.2. If documents are incomplete, indicate in the clients copy lacking form for immediate compliance and advise the date of release.		5 minute/s	• Head of Admission and Registration; Campuses
7. Claim the re-admission certificate and attachments on prescribed schedule. Location: Polytechnic University of the Philippines	7. Issue certificate of re-admission and sign in the logbook and evaluate the service rendered	None	8 minute/s	• Head of Admission and Registration; Campuses
8. Proceed to the Head of Academic Programs for enrollment Location: Polytechnic University of the Philippines	8. Issue certificate	None	5 hour/s, 33 minute/s	• Head of Academic Programs; Campuses
Total Processing Time:		Working Days: 2 working day/s, 6 hour/s, 41 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 300		

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus

- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

21. Request for Certificate of Good Moral Character

This request is processed by the OSS for students and alumni who need this document for scholarship/financial assistance, employment, further studies, board examinations, or for whatever legal purpose it may serve.

Office or Division:	Campus Student Services and Affairs Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	PUP Paranaque Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <p>1. Registration Card or Identification Card (for currently enrolled student); Alumni ID or TOR with picture (for graduate) (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Office of the Students Affairs and Services</p> <p>Remarks: The form can be secured from the Office of Student Affairs and Services</p> <hr/> <p>2. Form PUP-ACGM-5-OFSS-0007 (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Office of the Students Affairs and Services</p> <p>Remarks: The form can be secured from the Office of Student Affairs and Services</p> <hr/> <p>3. Proof of Payment (1) Original Copy</p> <p>Applicant / Client</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure and fill-out the application form accordingly (Form PUP-ACGM-5-OFSS-0007) Location: Polytechnic University of the Philippines	1. Check the form	None	3 minute/s	<ul style="list-style-type: none"> Students/Alumni; Campuses
2. Pay appropriate fee at the Cashier's Office Location: Polytechnic University of the Philippines	2. Receive the payment and issue official receipt	Standard Fees Breakdown: Processing fee: PHP 150 Total: PHP 150	3 minute/s	<ul style="list-style-type: none"> Collection Officer Cashier's Office; Campuses
3. Proceed to the Head of Student Affairs and Services for the processing and issuance of the certificate Location: Polytechnic University of the Philippines	3. Print and issue the certificate of good moral character	None	5 minute/s	<ul style="list-style-type: none"> Head of Student Affairs and Services; Campuses
4. Sign in the logbook provided for the purpose Location: Polytechnic University of the Philippines	4. Require the student/alumni to sign in the logbook	None	1 minute/s	<ul style="list-style-type: none"> Head of Students Affairs and Services; Campuses
Total Processing Time:		Working Days: 12 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

Colleges

1. Processing of College-Mediated Enrollment With No Available Slots

This service allows both regular and irregular students to enroll during the adjustment period, accommodating those who failed to enroll during the online registration deadline period set by the University with no available slots.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular and Irregular Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)		Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment		
Remarks: Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office logbook Location: Respective Colleges	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Aide -College Office Staff; Colleges
2. Go to the Chairperson for evaluation and concerned faculty member/s for acceptance and signature Location: Respective Colleges	2. Accept, evaluate, and advise the student to go to the faculty member/s assigned to the subject/s to be enrolled for acceptance	None	2 working day/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
3. Request for additional slot/s from the Chairperson of the subject/s to be enrolled and go to the Program Chairperson for tagging Location: Respective Colleges	3. Add slot for the subject/s to be enrolled then tag the subject/s	None	1 working day/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
4. Additional step for students not covered by R.A. 10931 Location: Cashier's Office Ground Floor, South Wing, PUP Main Building Notes/Instruction: <i>If the student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.</i>	4. Accept payment and issue official receipt	Formula Fees Breakdown: If the student is from Institute of TechnologyOtherwise	10 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
Total Processing Time:	Working Days: 3 working day/s, 12 minute/s			

Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees	
If the student is from Institute of Technology	
Php 250.00 per unit plus miscellaneous fees	
Otherwise	
Php 12.00 per unit plus miscellaneous fees depending on the program	

2. Processing of Online Request for Tutorial of a Subject

This service enables students to submit online requests for tutorials of subjects not offered in the current semester. For retakes involving fewer than the minimum required students (35), the Program Chair endorses the request to the Office of the Vice President for Academic Affairs for approval as a tutorial, adhering to the University's existing rules and regulations.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. SIS-generated curriculum profile (1) Electronic Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/sis			
Remarks: Secure copies of SIS-generated curriculum profile for evaluation of the request at https://apps.pup.edu.ph/sis .				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for tutorial of subject online Location: Respective Colleges	1.1. Accept and review request for tutorial of a subject	None	1 working day/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
	1.2. Review and recommend approval of the favorably considered request to the OVPA		4 hour/s	<ul style="list-style-type: none"> • College Dean; Colleges
2. Submit the copy of SIS-generated curriculum profile for evaluation of the request Location: <ul style="list-style-type: none"> • Office of the Vice President for Academic Affairs -Second Floor, South Wing Administrative Building • ICT Office -PUP University Library Building 	2.1. Evaluate the request for tutorial and approve in accordance with University rules	None	1 working day/s	<ul style="list-style-type: none"> • Assistant to the VP for Academic Affairs; Office of the Vice President for Academic Affairs
	2.2. Forward the approved request to the ICTO		4 hour/s	<ul style="list-style-type: none"> • Administrative Aide -Office Staff; Office of the Vice President for Academic Affairs
	2.3. Create section offering of the tutorial subject		1 working day/s	<ul style="list-style-type: none"> • Administrative Staff, Operations and Support Management Section; Information and Communications Technology Office
	2.4. Post approved tutorial subjects in the SIS		1 hour/s	<ul style="list-style-type: none"> • Administrative Staff, Operations and Support Management Section; Information and Communications Technology Office

3. Enroll the petition subject during online registration or on adjustment period Location: Respective Colleges	3. Tag student through SIS Academic Management System	None	10 minute/s	• Department Chairperson; Colleges
Total Processing Time:		Working Days: 3 working day/s, 9 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing of Application for Shifting to Another Academic Program

This service facilitates the processing of applications from students wishing to shift to a different academic program within the University. To be eligible, students must have completed at least one year of residency in their current program. Applications for shifting must be submitted before the start of the next academic year and are subject to varying qualification requirements depending on the intended program.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment			
Remarks: Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment				
2. Certified Copy of Grades (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
3. Fully-accomplished Shifting Form (1) Electronic Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Respective Colleges			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the Chairperson of the current program for the certification of grades Location: Respective Colleges	1. Verify and certify the copy of grades	None	10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
2. Present the fully-accomplished shifting form and certified copy of grades for evaluation and approval Location: Respective Colleges	2.1. Check fully- accomplished shifting form	None	5 hour/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
	2.2. Evaluate certified copy of grades		5 hour/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
	2.3. Interview and assess student's capability and skills		20 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
	2.4. If applicant passes all the requirements, accept student in the program and sign the acceptance portion of the shifting form		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges
	2.5. Advise student to return to the Chairperson of the current program for release		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges

3. Present form to the Department of the current program for release Location: Respective Colleges	3.1. Sign the release portion of the shifting form	None	5 minute/s	• Department Chairperson; Colleges
	3.2. Advise student to proceed to the Dean's Office for final approval of release from the current program		5 minute/s	• Department Chairperson; Colleges
4. Present form for final approval of release from the current program Location: Respective Colleges	4.1. Sign the approval	None	5 minute/s	• College Dean; Colleges
	4.2. Advise student to proceed to the Registrar's Office for transfer of credentials from current program to new program and enrolment of subjects process		5 minute/s	• College Dean; Colleges
5. Submit the approved shifting form to the OUR for endorsement to ICTO. Location: Office of the University Registrar located at the Ground Floor, South Wing of PUP Main Building Notes/Instruction: <i>Go to the Office of the University Registrar located at the Ground Floor, South Wing of PUP Main Building.</i>	5. Accept the approved shifting form for transfer of credentials and documentation and submit to ICTO for the changes.	None	10 minute/s	• Administrative Staff; Office of the University Registrar
Total Processing Time:	Working Days: 1 working day/s, 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

4. Processing of Application for Change of Enrollment (Adding of Subject)

This service allows both regular and irregular students to request changes to their enrollment by adding subjects during the adjustment period.

Office or Division:	Colleges
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Regular and Irregular Undergraduate Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)**
(Sample: 1 1)

Agency - Division: Polytechnic University of the Philippines Website - <https://apps.pup.edu.ph/appointment>

Remarks:

Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link:

<https://apps.pup.edu.ph/appointment>

- 2. Accomplished and printed copy of ACE Form for adding subject**

(1) Electronic Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines Website - <https://www.pup.edu.ph/downloads/students/>

Remarks:

Download the ACE Form for adding of subject at <https://www.pup.edu.ph/downloads/students/>. Accomplish and print copy of the ACE Form.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office logbook Location: Respective Colleges	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide -College Office Staff; Colleges
2. Go to the Chairperson for signature and tagging of subject Location: Respective Colleges	2.1. Accept, evaluate, and sign the ACE form (Adding of Subjects)	None	5 minute/s	<ul style="list-style-type: none"> Department Chairperson; Colleges
	2.2. Tag the subject/s indicated in the ACE Form (Adding of Subjects)		5 minute/s	<ul style="list-style-type: none"> Department Chairperson; Colleges
3. Additional step for students not covered by R.A. 10931 Location: Cashier's Office Ground Floor, South Wing, PUP Main Building Notes/Instruction: <i>If the student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.</i>	3. Accept payment and issue official receipt	Possible Fees Breakdown: The student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.: PHP 30	10 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Possible Fees

The student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee. : 30

5. Processing of Application for Change of Enrollment (Change of Schedule/Subject)

This service enables both regular and irregular students to request changes to their enrollment, including adjustments to their schedule or substitution of subjects, during the adjustment period.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular and Irregular Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment			
Remarks:	Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment			
2. Accomplished and printed copy of ACE Form for change of schedule/subject (1) Electronic Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines Website - https://www.pup.edu.ph/downloads/students/			
Remarks:	Download the ACE Form for change of schedule/subject at https://www.pup.edu.ph/downloads/students/ . Accomplish and print copy of the ACE Form.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office logbook Location: Respective Colleges	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide -College Office Staff; Colleges
2. Go to the Chairperson for signature and tagging Location: Respective Colleges	2.1. Accept, evaluate, and sign the ACE form (Change of Schedule/Subject) 2.2. Tag the subject/s indicated in the ACE Form (Change of Schedule/Subject)	None	10 minute/s	<ul style="list-style-type: none"> Department Chairperson; Colleges
			5 minute/s	
3. Additional step for students not covered by R.A. 10931 Location: Cashier's Office Ground Floor, South Wing, PUP Main Building Notes/Instruction: <i>If the student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.</i>	3. Accept payment and issue official receipt	Possible Fees Breakdown: The student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.: PHP 30	10 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer ; Fund Management Office
Total Processing Time:	Working Days: 27 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			

Possible Fees

The student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee. : 30

6. Processing of Application for Overload of Subjects

This service processes requests from students who intend to enroll in additional subject/s beyond the prescribed number of units specified in the curriculum for the current semester prior to the opening of classes or within the adjustment period specified in the University calendar and approved by the Dean/ Chairperson. Overload requests may be granted to graduating students in their final term and to undergraduate students who meet specific criteria, including being academically outstanding as certified by the College Dean/Chairperson and a transferee/shiftee in good standing with no failing grades in the previous semester.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment			
Remarks:	Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link:			
	https://apps.pup.edu.ph/appointment			
2. Request Letter for Overload (2) Original Copy	Applicant / Client			
Remarks:	Request letter for overload, including complete justification for the need for overload, specific subjects to be overloaded, addressed to the dean.			
3. Printed copy of SIS Generated Curriculum Profile (1) Electronic Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines Website -SIS - https://apps.pup.edu.ph/sis			
Remarks:	Print copies of SIS-generated Curriculum Profile at https://apps.pup.edu.ph/sis .			
4. Fully-accomplished Request for Overload Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Respective Colleges			
Remarks:	Accomplished Request Form from respective college offices.			
5. Accomplished and printed copy of ACE Form (Changing of Subject/Schedule) (1) Electronic Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines Website - https://www.pup.edu.ph/downloads/students/			
Remarks:	Download the ACE Form for changing of subject at https://www.pup.edu.ph/downloads/students/ . Accomplish and print copy of the ACE Form.			
6. Certificate of Registration for the current semester (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Admission Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office client's logbook Location: Respective Colleges	1. Present the office client's logbook	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide -College Office Staff; Colleges

2. Submit all requirements for evaluation and approval Location: Respective Colleges	2.1. Check requirements presented	None	3 minute/s	• Department Chairperson; Colleges
	2.2. Verify correctness of documents by checking the SIS grade file of the student		5 minute/s	• Department Chairperson; Colleges
	2.3. Upon favorable evaluation, recommend the request for approval of the Dean		2 minute/s	• Department Chairperson; Colleges
3. Present the overload request form for approval of the Dean Location: Respective Colleges	3. Review and approve the request	None	15 minute/s	• College Dean; Colleges
4. Present the approved overload form to the program chairperson for adding of units to the student SIS account Location: Respective Colleges	4.1. Add corresponding units in the student account through SIS Academic Management System 4.2. Advise student to proceed to Application for Change of Enrollment Process (Adding of Subject/s)	None	5 minute/s	• Department Chairperson; Colleges
Total Processing Time:			Working Days: 37 minute/s	
Total Processing Fee:		Total Standard Fee: None		

7. Processing of Request for Certification (Grades, Bonafide Student, General Weighted Average)

This service provides certification for students and alumni based on records available at the respective colleges. Certifications are issued for evaluation purposes. It is important to note that these certifications are not a substitute for the Official Transcript of Record, which is issued by the University Registrar.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and Alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment Remarks: Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment			
2. Request Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Respective College offices Remarks: Accomplished Request Form from respective college offices.			
3. Identification Card (ID)	University ID or any Valid ID card(s)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign Office logbook Location: Respective Colleges	1. Hand in the logbook	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Aide -College Office Staff; Colleges
2. Submit accomplished request form Location: Respective Colleges	2.1. Accept request form	None	3 minute/s	<ul style="list-style-type: none"> • Administrative Aide -College Office Staff; Colleges
	2.2. Log request in the logbook		2 minute/s	<ul style="list-style-type: none"> • Administrative Aide -College Office Staff; Colleges
3. Present Identification Card Location: Respective Colleges	3.1. Submit request to respective Department Chairperson	None	3 minute/s	<ul style="list-style-type: none"> • Administrative Aide -College Office Staff; Colleges
	3.2. Process requested document		1 working day/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges

	3.3. Put initial beside the Dean's name and forward document to the dean for review and signature		10 minute/s	• Department Chairperson; Colleges • College Dean; Colleges
	3.4. Issue requested document to client		5 minute/s	• Administrative Aide -College Office Staff; Colleges
4. Acknowledge receipt of the document Location: Respective Colleges	4. Give logbook for the client to sign	None	2 minute/s	• Administrative Aide -College Office Staff; Colleges
Total Processing Time:		Working Days: 1 working day/s, 27 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Processing of Application for Correction of Grade Entry, Late Reporting of Grades and Removal of Incomplete Mark

This service facilitates the correction of grade entries, late reporting of grades, and removal of incomplete marks. Corrections of grade entries must be made within one semester of receiving the grade, while late reporting of grades can be processed up to one year after the deadline. Additionally, students with an "Incomplete" (Inc.) grade have one year from the end of the term to fulfill outstanding requirements; otherwise, the grade will automatically become a failing grade.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines website - https://apps.pup.edu.ph/appointment Remarks: Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment			
2. Fully-accomplished Completion Form (1) Electronic Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines website - http://www.pup.edu.ph/downloads/students/ Remarks: Download the Completion Form at http://www.pup.edu.ph/downloads/students/ . Accomplish and print copy of the Completion Form.			
3. Certified True Copy of Class Record (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Assigned Professor			
4. Notarized affidavit for change of grade of professor (for correction of entry/late reporting of grade) (1) Original Copy And (2) Photo Copy	Agency - Division: Notary Public Office - Notary Public Services			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office logbook. Location: Respective Colleges	1. Give the logbook to the client.	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide -College Office Staff ; Colleges
2. Proceed to Cashier's Office to pay the assessed fee. Location: Cashier's Office GroundFloor, South Wing, PUP Main Building	2. Accept payment and issue official receipt	Formula Fees Breakdown: Assessment Fee	10 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer ; Fund Management Office
3. Submit the filled- out Completion Form and official receipt to the Professor for completion/ correction of the grades for the subject. Location: <ul style="list-style-type: none">Respective CollegesCollege Faculty RoomCashier's Office, GroundFloor, South Wing, PUP Main BuildingOffice of the University Registrar, GroundFloor, South Wing, PUP Main Building	3.1. Evaluate the requirement/s, compute and give grade to the student	None	1 working day/s	<ul style="list-style-type: none"> Assigned Faculty Member; Colleges
	3.2. Provide Notarized Affidavit for Change of grade (for correction of entry/late reporting of grade)		1 working day/s	<ul style="list-style-type: none"> Assigned Faculty Member; Colleges
	3.3. Submit accomplished completion form, class record, and student's requirement/s to Chairperson/Dean for signature		1 working day/s	<ul style="list-style-type: none"> Assigned Faculty Member; Colleges

	3.4. Review and sign the Completion Form		15 minute/s	• Department Chairperson; Colleges • Dean; Colleges
	3.5. Log and forward all the requirements to the Registrar's Office		10 minute/s	• Administrative Aide -College Office Staff ; Colleges • Administrative Aide -Receiving Officer; Office of the University Registrar
	3.6. Sign the Completion Form and tag the accomplished grade to SIS		1 hour/s, 30 minute/s	• Department Chairperson; Colleges
	3.7. Return one (1) copy of Completion Form to the concerned Chairperson/ Dean for the copy of the student		5 minute/s	• Administrative Aide -College Office Staff; Colleges
Total Processing Time:	Working Days: 3 working day/s, 2 hour/s, 12 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Formula / Schedule of Fees				
Assessment Fee				
Php 30.00 per subject				

9. Processing of College-Mediated Enrollment with Available Slots

This service allows both regular and irregular students to enroll during the adjustment period, accommodating those who failed to enroll during the online registration deadline period set by the University with available slot.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular and Irregular Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)		Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/appointment		
Remarks: Secure gate pass through the PUP Visitor Appointment and Scheduling System (VASS) using the following link: https://apps.pup.edu.ph/appointment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the office logbook Location: Respective Colleges	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide -College Office Staff; Colleges; Colleges
2. Go to the Chairperson for evaluation and tagging Location: Respective Colleges	2. Accept, evaluate, and tag the subject/s	None	10 minute/s	<ul style="list-style-type: none"> Department Chairperson; Colleges; Colleges
3. Additional step for students not covered by R.A. 10931 Location: Cashier's Office Ground Floor, South Wing, PUP Main Building Notes/Instruction: <i>If the student is not covered by R.A. 10931, proceed to Cashier's Office to pay the assessed fee.</i>	3. Accept payment and issue official receipt	Formula Fees Breakdown: the student is from Institute of TechnologyOtherwise	10 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office; Fund Management Office
Total Processing Time:		Working Days: 22 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees the student is from Institute of Technology Php 250.00 per unit plus miscellaneous fees Otherwise Php 12.00 per unit plus miscellaneous fees				

10. Processing of Online Petition of Subject

This service allows students to submit online petitions for taking back subject or retaking subject not offered in the current semester. The petition requires a minimum of 35 students and must be recommended by the Program Chair and approved by the Office of the Vice President for Academic Affairs based on criteria set by the University.

Office or Division:	Colleges			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Undergraduate Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Online petition of subject (1) Electronic Copy And (1) Photo Copy</p> <p>Remarks: Request for petition of subject online through the Student Information System (SIS): https://apps.pup.edu.ph/sis</p>	Agency - Division: Polytechnic University of the Philippines Website - https://apps.pup.edu.ph/sis			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for petition of subject online through the Student Information System (SIS) Location: <ul style="list-style-type: none"> • Respective Colleges • Office of the Vice President for Academic Affairs, Second Floor, South Wing Administrative Building • ICT Office, PUP NALLRC Building Notes/Instruction: <i>Request for petition of subject online through the Student Information System (SIS)</i> https://apps.pup.edu.ph/sis	1.1. Review request for petitioned subject 1.2. Recommend approval of the favorably reviewed request to the OVPAA 1.3. Evaluate the petition and approve, in accordance with University rules 1.4. Forward the approved petition to the ICTO 1.5. Create section offering of the approved petitioned subject 1.6. Post the approved and disapproved petitioned subjects in the SIS	None	1 working day/s 10 minute/s 1 working day/s 4 hour/s 1 working day/s 10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges • College Dean; Colleges • Assistant to the VP for Academic Affairs; Office of the Vice President for Academic Affairs • Administrative Aide; Office of the Vice President for Academic Affairs • Administrative Staff, Operations and Support Management Section; Information and Communications Technology Office • Administrative Staff, Operations and Support Management Section; Information and Communications Technology Office

2. Enroll the approved petitioned subject during online registration or on adjustment period Location: Respective Colleges	2. Tag student through SIS Academic Management System	None	10 minute/s	• Department Chairperson; Colleges
Total Processing Time:		Working Days: 3 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Communication Management Office

1. Media Coverage Services - Media Permit Pass

All media, news, and public affairs coverage of any forum, symposium, events, and activities, including interviews with organizations, students, faculty member, employees, and administrative officials must be coordinated with the External Relations Services Unit. This also includes request for interviews with the PUP President, Vice President, and other officials.

Office or Division:	Communication Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Media personnel, external media outfits, and institutions
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement				
1. Letter of Intent (2) Original Copy		Applicant / Client		
Remarks:				
Letter should contain the purpose of the interview and guide questions				
2. List of Staff, Equipment, and Vehicles (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit required documents to the Communication Management Office (CMO) Administrative Staff via email through Communication Center Location: 2 nd floor, B. Romero Comm. Center, Sampaguita Bldg., PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: CMO Email: commcenter@pup.edu.ph	<p>1.1. Receive the documents and check the completeness of the required documents and details.</p> <p>1.2. If complete, admin staff will forward the request to the CMO Director. The CMO director then evaluates the request for approval. Once approved, CMO Director forwards the approved request to the External Relations Services (ERS) Chief for recommending approval.</p> <p>1.3. If recommended for approval, the MRO will create and attach the media pass to the request. The ERS Chief will forward the request and media pass to the Director for final approval. If disapproved, the MRO will identify the reasons for disapproval and inform the requesting client of the status of their request.</p> <p>1.4. If approved, the media pass will be signed by the Director.</p>	None	30 minute/s 30 minute/s 1 hour/s 30 minute/s	<ul style="list-style-type: none"> CMO Administrative Staff; External Relations Services CMO Director, ERS Chief and Administrative Staff; Communication Management Office Media Relations Officer and ERS Chief; External Relations Services CMO Director; Communication Management Office
2. Claim/ receive media pass Location: 2 nd Floor, B. Romero Communication Center, Sampaguita Building, PUP Mabini Campus, Sta. Mesa, Manila	<p>2.1. The MRO will issue the media pass to the requesting client.</p> <p>2.2. Hand the logbook for client's signature.</p>	None	25 minute/s 10 minute/s	<ul style="list-style-type: none"> Media Relations Officer; Communication Management Office Media Relations Officer; External Relations Services

Total Processing Time:	Working Days: 3 hour/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

2. Shooting Request Services

Permission is required for all photo, film, or video shooting for commercial and non-commercial purposes made by external groups in the Polytechnic University of the Philippines campus, with the exception of shootings or tapings in partnership with the University, and those that content will not affect the brand and image of the University, such as but limited to Prenuptial Shoot. A Production Pass is required to shoot, tape or take photographs inside the campus.

Office or Division:	Communication Management Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Production/Film Companies, Media Institutions			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Shooting Request Form (1) Original Copy	Agency - Division: Communication Management Office - Communication Management Office			
2. Production Script/Synopsis (1) Photo Copy	Applicant / Client			
3. List of Staff, Equipment, and Vehicles (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents to the Communication Management Office Administrative Staff. Location: <i>CMO Administrative Staff</i> 2 nd floor, B. Romero Comm. Center, Sampaguita Bldg. Notes/Instruction: <i>Submit complete requests.</i> <i>If approved, proceed to the Facility Management Office (FaMO) and Resource Generation Office (RGO). Please note that several fees (e.g., electricity, venue, water, etc.) may be charged to the client depending on the duration of the client's location shoot.</i> <i>Once approved by both concerned offices, the client shall return to CMO. Bring the requirements and official receipt to get the Shooting Passes.</i> <i>If disapproved, the CMS will identify the reasons for disapproval and inform the requesting client.</i>	<p>1.1. Receive the documents and check the completeness of required documents and details.</p> <p>1.2. If complete, admin staff will forward the request to the CMO Director. The CMO director then forward the request to the Creative Media Services Chief for evaluation and recommendation.</p> <p>1.3. CMS Chief will evaluate the documents. Once evaluated, CMS Chief will forward his/her recommendation for approval to CMO Director for final approval.</p> <p>1.4. CMO Director evaluate the request for final approval.</p> <p>1.5. Inform the client of the status of the request and the next procedure through phone or email.</p>	None	<p>15 minute/s</p> <p>10 minute/s</p> <p>4 working day/s</p> <p>2 working day/s</p> <p>20 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Communication Management Office • Administrative Staff; Communication Management Office • Chief of Creative Media Services; Communication Management Office • Director; Communication Management Office • Chief of Creative Media Services; Communication Management Office
2. Claim/ Receive the Shooting Passes Location: 2 nd floor, B. Romero Comm. Center, Sampaguita Bldg.	<p>2.1. Get all the documents from the client, prepare and sign the Shooting Pass, and forward to the Director for signature.</p> <p>2.2. Check the Production Pass and the attached documents and sign.</p>	None	<p>20 minute/s</p> <p>10 minute/s</p>	<ul style="list-style-type: none"> • Chief of Creative Media Services; Communication Management Office • Chief of Creative Media Services; Communication Management Office

	2.3. Issue the signed Production Pass to the client and hand the logbook for signature.		10 minute/s	• Administrative Staff; Communication Management Office
Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Disaster Resilience Institute

1. Disaster Training, Education and Public Awareness Request for Disaster Preparedness

In this provision of this service, the Disaster Resilience Institute receives request for services for the requesting party (Students and External Clients) or organizes activities such as training, seminar, webinar and workshops needed by its clientele for Disaster Preparedness.

Office or Division:	Disaster Resilience Institute
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Disaster Resilience Institute receives request for services for the requesting party (Students and External Clients)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. DTEPA Form (2) Original Copy	Agency - Division: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201 - Disaster Training, Education and Public Awareness Section
2. Client's Identification PUP Student's I.D Government issued I.D (External Clients)	

For Situational Requirement
A. Alternative for PUP Student's I.D.
Sub Situational Requirement/s

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents for DTEPA services. Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	1.1. Receive the documents and check the completeness of the required documents and details.	None	10 minute/s	• Administrative Aide and Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	1.2. If complete, review the Request if it is under the DTEPA Plan		6 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	1.3. If request is under the DTEPA Plan, forward the request to the DRI Director for approval.		10 minute/s	• Administrative Aide and Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute

	1.4. Inform the requesting party or client(s) through email of the approved request.		15 minute/s	• Administrative Aide and Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
2. Revise the activity design based on DRI advice. Location: Send the revised activities through dri@pup.edu.ph	2.1. Inform the requesting party and client(s) to revise the activity design and notify to submit the activity design for not more than 3 working days.	None	20 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	2.2. Review the revised activity design for approval		6 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	2.3. Inform the requesting party or the client(s) of the approved request and the next procedure to be undertaken via email.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
3. Request letter for the speaker(s) Location: DRI email address: dri@pup.edu.ph	3.1. Prepare for the request letter for the speaker(s).	None	20 minute/s	• Chief, Disaster Training, Education and Public Awareness; Disaster Resilience Institute
	3.2. Inform the requesting party of the confirmation of the speaker(s) via email.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness; Disaster Resilience Institute
4. Processing of DTEPA requirements Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	4.1. Sending of Pre-registration for the participants.	None	20 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	4.2. Preparation of request letter for the venue.		20 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	4.3. Confirmation of the venue.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	4.4. Preparation of budgetary requirements and the Special Order for the participants.		6 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute

	4.5. Submission of the budgetary requirements and the Special Order.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute	
5. Assessment and Monitoring on the conduct of the activity. Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	5. Documentation of the activity.	None	1 hour/s	• Administrative Aide; Disaster Resilience Institute	
6. Post Activity and Evaluation Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	6.1. Prepare for the After Activity Report.	None	4 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute	
	6.2. Sending of evaluation form to the participants		15 minute/s	• Administrative Aide; Disaster Resilience Institute	
Total Processing Time:	Working Days: 2 working day/s, 4 hour/s, 10 minute/s				
Total Processing Fee:	Total Standard Fee: None				

Facility Management Office

1. Request for the Reservation of University Facilities (External: Administrative/Non-Academic Activities)

This is to facilitate the use of university facilities for sponsored/initiated activity by a non-PUPian / transient business or sponsored by a PUP Administrative office and non-academic activity of student organization in compliance with EO 35 s. 2024.

Office or Division:	Facility Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Non PUPian and/or Transient Business, PUP administrative offices, Student Organizations
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. FAMO FORM

(1) Original Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - Facility Management Office

Remarks:

(Original) signed by:

- Requesting Party/Office/Organization representative
- Person in-charge of the activity
- Endorsed by Person in-charge/ PUP administrative
- Approved by Vice President for Administration

2. Original letter of intent approved by the Sector Head

(1) Original Copy

Applicant / Client

Remarks:

CLIENT WILL PROVIDE

3. Student Organizations

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services

Remarks:

Original copy of the request for approval of the activity duly endorsed by the Office of the Student Services Director and approved by the Vice President for Student Affairs and Services

For Situational Requirement

A. Situational Requirement

A.1. Non PUPian and/or Transient Business, PUP administrative offices:

Valid Government Issued Identification Card: List of acceptable ID's(1photocopy, front and back)

- All digitized Philippine government -issued ID's bearing signature of the requestee
 - Philippine Passport
 - Driver's License
 - SSS UMID Card
 - Philhealth ID
 - TIN Card
 - Postal ID
 - Voter's ID
 - PRC ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

1. Sign in the Client logbook on the office's receiving area Location: Facility Management Office	1. Give the logbook to the client	None	1 minute/s	• Administrative Aide; Facility Management Office
2. Submit approved letter of intent along with the FaMO Form 1 to the Facility Management Office Location: Notes/Instruction: <i>If requirements are not complete will return to the requestor immediately.</i>	2.1. Accept approved letter of intent with FaMO Form 1	None	1 minute/s	• Administrative Aide; Facility Management Office
	2.2. Acknowledge receipt of letter of intent and FaMO Form 1 and stamp with "Received" and assign a Communication Tracking number		1 minute/s	• Administrative Aide; Facility Management Office
	2.3. Check/assess the completeness of requirements		1 minute/s	• Administrative Aide; Facility Management Office
	2.4. If available – the Director of FaMO or designated OIC will sign the FaMO Form 1 step 3 and pencil book the requested date subject to the payment of fees and approval of FaMO Form 1 Step 1 to Step 8		1 minute/s	• Chief Lights and Sounds; Facility Management Office • Facility Management Office Director; Facility Management Office
	2.5. If not available – the client will be informed of the available schedule for consideration		1 minute/s	• Administrative Aide; Facility Management Office
3. Present the original FaMO Venue Request Form with complete signatures from Step 1 to Step 3 to the Facility Management Office, 2nd Floor, Tahanan ng Alumni Bldg. Location: Facility Management Office Notes/Instruction: <i>Costs may vary depending on the equipment used.</i>	3. Compute the energy fee for the approved venue	Formula Fees Breakdown: Energy Fee	1 minute/s	• Lights and Sounds Service Chief; Facility Management Office
4. Present the FaMO Venue Request Form with complete signatures from Step 1 to Step 4 to the Facility Management Office Location: Facility Management Office Notes/Instruction: <i>As stated in the FaMO Form 1 venue fee computation</i>	4. Compute for the venue rental fee	Formula Fees Breakdown: Venue Rental Rates Per Hour	1 minute/s	• Lights and Sounds Services Chief; Facility Management Office
5. Photocopy the fully accomplished FaMO Venue Request Form and return to the Facility Management Office. Location: Facility Management Office	5.1. Accept the original FaMO Form 1	None	1 minute/s	• Administrative Aide; Facility Management Office
	5.2. Check/assess the receipt		1 minute/s	• Administrative Aide; Facility Management Office
	5.3. Plot the final schedule on the schedule board/logbook.		1 minute/s	• Administrative Aide; Facility Management Office
	5.4. Request the client to fill-out the CSS Survey Form		1 minute/s	• Administrative Aide ; Facility Management Office

Total Processing Time:	Working Days: 12 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees	
Energy Fee	
Estimated energy fee per hour (PhP):	
Balagtas 1000-1100	
Bonifacio 350-370	
CM Recto 380-470	
UCCA 1200-1350	
Accenture 100-115	
Oval 5-300	
NDC Court 100 - 120	
Gym 1000-1300	
Venue Rental Rates Per Hour	
ACCENTURE	350
AMPHITHEATRE	150
BONIFACIO HALL	300
BULWAGANG BALAGTAS	800
CLARO M. RECTO AUDITORIUM	600
GYMNASIUM PUPIAN (INSIDER)	2500
NALLRC MULTI MEDIA ROOM	300
PUP THEATRE/TANGHALAN NG PUP	1000

Fund Management Office

1. Claiming of Check

This pertains to payments of refunds, suppliers, seminars/training, registration fees, remittances, membership fees, terminal leave.

Office or Division:	Fund Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Students/ LGUs/ Other Government Agencies/Private Companies/Faculty/Administrative Employees
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

Identification Card **must not be expired**.

For Situational Requirement

A. If the Payee is not the Claimant

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

A.2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;

- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card.

Remarks:

Original ID of Claimant to be represented along with the Photocopy of ID and Authorization Letter.

Identification Card **must not be expired**.

A.3. Photocopy of any Valid Government-issued IDs of Payee and Claimant

Applicant / Client

(1) Photo Copy

Remarks:

Identification Card **must not be expired**.

B. For Service Providers

B.1. Authority to Collect

(1) Original Copy

Applicant / Client

B.2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card.

Remarks:

Original ID of Claimant to be represented along with the Photocopy of ID and Authorization Letter.

Identification Card **must not be expired**.

B.3. Photocopy of any Valid Government-issued IDs of Authorizer and Claimant

Applicant / Client

(1) Photo Copy

Remarks:

Identification Card **must not be expired**.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

<p>1. Present any of the identification requirements Location: Fund Management Office Ground Floor South Wing, PUP Main Sta. Mesa, Manila</p>	1.1. Receive prescribed identification documents needed	None	5 minute/s	• Disbursing Officers; Cash Disbursement Section
	1.2. Validate identification documents received		5 minute/s	• Disbursing Officers; Cash Disbursement Section
	1.3. Have the claimant sign the Disbursement Voucher and Check Warrant Logbook		5 minute/s	• Disbursing Officers; Cash Disbursement Section
	1.4. Release the check to the claimant		5 minute/s	• Disbursing Officers; Cash Disbursement Section
2. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	2. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Disbursing Officers; Cash Disbursement Section
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Release of Allowances, Cash Incentives, Grants and Salaries

This pertains to disbursement of allowances, cash incentives, scholarship grants and salaries to students.

Office or Division:	Fund Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

Identification Card **must not be expired**.

For Situational Requirement

A. If the Payee is not the Claimant

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

A.2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;

- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card.

Remarks:

Original ID of Claimant to be represented along with the Photocopy of ID and Authorization Letter.

Identification Card **must not be expired**.

A.3. Photocopy of any Valid Government-issued IDs of Payee and Claimant

(1) Photo Copy

Applicant / Client

Remarks:

Identification Card **must not be expired**.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present any of the identification requirements Location: Fund Management Office, Ground Floor South Wing PUP Main Sta. Mesa, Manila	1.1. Receive prescribed identification documents needed	None	2 hour/s	• Disbursing Officer; Fund Management Office
	1.2. Validate identification documents received		2 hour/s	• Disbursing Officer; Fund Management Office
	1.3. Have the claimant sign the Disbursement Voucher, Check Warrant Logbook or Payroll of Salaries.		2 hour/s	• Disbursing Officer; Fund Management Office
	1.4. Release the check to the claimant		2 hour/s	• Disbursing Officers; Fund Management Office
2. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	2. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Disbursing Officers; Cash Disbursement Section
Total Processing Time:		Working Days: 8 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Over-the-Counter Collection of Tuition, Miscellaneous, and Other Fees

This pertains to over-the-counter payment of Tuition Fees, Miscellaneous Fees, Rental, Electricity, Water, Return of Cash Advance, Loan Payments, Parking Fee, Excess Phone Line Consumption, etc.

Office or Division:	Fund Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students/Alumni/Concessionaires/LGU/ Other Government Agencies/Private Companies/Faculty/Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Assessed Fees

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Student Accounts Section - Accounting Department

Remarks:

For:

- Adding and/or Change of Subject
- Accreditation of Subjects

Sub Requirement

2.A. If Senior Citizen and/or Person with Disability (PWD)

2.A.1. Valid Senior Citizen's ID and/or PWD ID

- Senior Citizen's ID
- Person With Disability (PWD) ID

3. Assessed Fees

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

For:

- Additional Payments of Document Requests
- Documentary Stamps

Sub Requirement

3.A. If Senior Citizen and/or Person with Disability (PWD)

3.A.1. Valid Senior Citizen's ID and/or PWD ID

- Senior Citizen's ID
- Person With Disability (PWD) ID

4. Document Request Forms

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - College Registrars (COED-GS, OU, CBA-GS, GS, iTech)

Remarks:

With assessed fees by respective registrars

Sub Requirement

4.A. If Senior Citizen and/or Person with Disability (PWD)**4.A.1. Valid Senior Citizen's ID and/or PWD ID**

- Senior Citizen's ID
- Person With Disability (PWD) ID

5. Document Request Forms

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services

Remarks:

For:

- Good Moral Certificate
- ID Replacement

Sub Requirement**5.A. If Senior Citizen and/or Person with Disability (PWD)****5.A.1. Valid Senior Citizen's ID and/or PWD ID**

- Senior Citizen's ID
- Person With Disability (PWD) ID

6. Payment Voucher

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Client may produce the Payment Vouchers through the PUP eServices sites:

- PUP Student Information System (SIS) – for Tuition Fees
- PUP Online Document Request System (ODRS) – for Document Credentials Request
- PUP iApply – for Entrance Exam

For Entrance Exam Applications, payment must be made on or before the date indicated in the Payment Voucher.

Sub Requirement**6.A. If Senior Citizen and/or Person with Disability (PWD)****6.A.1. Valid Senior Citizen's ID and/or PWD ID**

- Senior Citizen's ID
- Person With Disability (PWD) ID

7. Order of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - General Accounting Section - Accounting Department

Remarks:

Payments for:

- Rentals
- Electricity
- Water
- Return of Cash Advance
- Loan Payments
- Parking Fee
- Excess Phone Line Consumption
- Warranty Bond
- Bid Docs
- Thesis Editing
- Statistical Consultation
- etc.

Sub Requirement

7.A. If Senior Citizen and/or Person with Disability (PWD)

7.A.1. Valid Senior Citizen's ID and/or PWD ID

- Senior Citizen's ID
- Person With Disability (PWD) ID

8. Order of Payment

(1) Original Copy

Remarks:

Payments for:

- Proposal Defense
- Pre-Oral Defense
- Final Defense
- PUP Bar Review

Agency - Division: Polytechnic University of the Philippines - Student Accounts Section - Accounting Department

Sub Requirement

8.A. If Senior Citizen and/or Person with Disability (PWD)

8.A.1. Valid Senior Citizen's ID and/or PWD ID

- Senior Citizen's ID
- Person With Disability (PWD) ID

For Situational Requirement**A. If Students with Tuition Fee Outstanding Balances, PUP College of Law ReCAP, and Foreign Students****A.1. Statement of Account**

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Student Accounts Section - Accounting Department

Sub Requirement

A.1.A. If Senior Citizen and/or Person with Disability (PWD)

A.1.A.1. Valid Senior Citizen's ID and/or PWD ID

- Senior Citizen's ID
- Person With Disability (PWD) ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Present any of the requirements in the checklist to designated counters for initial validation.</p> <p>Location:</p> <p>Fund Management Office, Ground Floor, South Wing, Main Building</p> <p>Counter 1</p> <ul style="list-style-type: none"> • Order of Payment • Priority Lane for Senior Citizen, PWD and Pregnant Women <p>Counter 2-4 – Tuition Fees, Miscellaneous Fees, Documents Request, etc.</p> <p>Notes/Instruction:</p> <p>Reminder:</p> <p><i>Make sure that all information such as name, program, purpose of payment, and school year and semester are correct.</i></p>	<p>1. Receive and validate requirements submitted.</p>	<p>None</p>	<p>3 hour/s</p>	<ul style="list-style-type: none"> • Collecting Officers; Cash Receipt Section

<p>2. Pay according to the Order of Payment, Statement of Account, Assessment Form, Documents Request Forms and/or Payment Voucher.</p> <p>Location:</p> <p>Fund Management Office, Ground Floor, South Wing, Main Building</p> <p>Counter 1</p> <ul style="list-style-type: none"> • Order of Payment • Priority Lane for Senior Citizen, PWD and Pregnant Women <p>Counter 2-4 – Tuition Fees, Miscellaneous Fees, Documents Request, etc.</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> - Make sure to secure the Official Receipt and check if the information reflected are correct. - Make sure to count the change before leaving the counter. 	<p>2.1. Receive payment according to the Order of Payment, Statement of Account, Assessment Form, Documents Request Forms and/or Payment Voucher.</p>	<p>Formula Fees</p> <p>Breakdown:</p> <p>Undergraduate Level (including Transferees and Ladderized Education) applicable to all PUP Campus except Bansud, Biñan, Parañaque, and Sablayan</p> <p>TUITION FEE FOR BANSUD, BIÑAN, PARANAQUE & SABLAYAN</p> <p>Technology Courses</p> <p>Open University - Undergraduate Programs</p> <p>Open University - Institute of Open and Distance Education (IODE) Graduate Programs</p> <p>Open University - Institute of Open and Distance Education (IODE) Graduate Programs</p> <p>Doctor in Engineering Management (IODE - DENG)</p> <p>Open University - Non-Traditional Study Program (NTSP)</p> <p>Graduate Studies Programs</p> <p>and Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)</p> <p>Undergraduate Programs</p> <p>Open University - Non-Traditional Study Program (NTSP)</p> <p>Graduate Studies Programs</p> <p>and Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)</p> <p>Undergraduate Programs</p> <p>Graduate School</p> <p>Post - Baccalaureate</p> <p>INSTITUTE OF CONTINUING PROFESSIONAL DEVELOPMENT (ICPD)</p> <p>(Training and Certificate Courses)</p> <p>ICPD English Proficiency Program Guidelines (Effective: 1st Semester 2019-20)</p> <p>College of Law</p> <p>Laboratory High School (Junior High School) (Grade 7-10)</p> <p>Senior High School (SHS)</p> <p>International Students (Foreign)</p> <p>International Students (Foreign)</p> <p>Other Fees</p>	<p>3 hour/s</p>	<ul style="list-style-type: none"> • Collecting Officers; Cash Receipt Section 		
	<p>2.2. Issue Official Receipt</p>		<p>3 hour/s</p>	<ul style="list-style-type: none"> • Collecting Officers; Cash Receipt Section 		
<p>3. Accomplish the OCSS Evaluation through PUP SINTA</p> <p>Location:</p> <p>https://pupsinta.freshservice.com/support/home</p>	<p>3. Request the client to evaluate the service rendered through online evaluation.</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Collecting Officers; Cash Receipt Section 		
Total Processing Time:		Working Days: 9 hour/s, 10 minute/s				
Total Processing Fee:		<p>Total Standard Fee: None</p> <p>See other fees below</p>				
<p>Formula / Schedule of Fees</p> <p>Undergraduate Level (including Transferees and Ladderized Education) applicable to all PUP Campus except Bansud, Biñan, Parañaque, and Sablayan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">PARTICULARS</td> <td style="padding: 5px;"></td> </tr> </table>					PARTICULARS	
PARTICULARS						

TUITION FEE		
	Tuition Fee (Per Unit)	130.00
	Tuition Fee (Per Unit) - for tutorial subjects	40.00
MISCELLANEOUS FEES		
	Registration Fee	125.00
	Library Fee	213.00
	Medical and Dental Fee	175.00
	Cultural Fee	79.00
	Guidance Fee	50.00
	Sports Development Fee	150.00
	Identification Card (I.D.) - New Students	117.00
	1st request due to loss and damage/defect	150.00
	succeeding requests	200.00
	Student Handbook	45.00
	P.E. Uniform	-
	N.S.T.P.	300.00
	Medical Examination Fee (Optional)	150.00
	Insurance Fee	50.00
	Student Information System (S.I.S. Fee)	383.00
	Energy Fee	1,000.00
	Deposit Fee (Engineering Freshmen only)	61.00
	Book Rental	5.00

	Fine for Late Payment		-
	Fine for Late Payment - Adjustment of Subjects (ACE)		-
	Scannable Fee per page (AC and LW subjects)		20.00
	Scannable Fee (ACCO 421, 422 & 423 subjects)		20.00
	Laboratory Fee (Secretarial, Office Administration, Hotel &		
	Restaurant Magnt., Food Technology, Nutrition & Dietetics)		317.00
	Laboratory Fee (Engineering subjects)		317.00
	Laboratory Fee (Computer subjects)		317.00
OTHER FEES			
	Diploma Fee		200.00
	Graduation Fee		600.00
	Application for Graduation		150.00
	Entrance Exam Fee		500.00
	Validation / Removal Test (Per subject)		20.00
	Certifications and Clearances		150.00
	Detailed Description of Subjects (Per subject)		50.00
	Change of Curriculum		100.00
	Transcript of Records (Non-Engineering Graduate)		350.00
	Transcript of Records (Engineering Graduate)		450.00
	Transcript of Records per page (Non-Graduates - all courses)		100.00
	Scanned Picture (Non-Graduates - all courses)		50.00
	Honorable Dismissal		150.00
	Retrieval Fee		100.00

	Re-admission Fee		50.00
	Change of Subject (Per subject)		20.00
	Change of Schedule (Per subject)		20.00
	Overload of Subject (Per subject)		20.00
	Completion Fee (Per subject)		30.00
	Accreditation Fee (Per unit)		12.00
	Admission Fee for Transfer Students (From Private)		500.00
	Admission Fee for Transfer Students (From SUC's)		300.00
	Memorabilia		-
	Aptitude Test Fee (Entrance scholar)		500.00
	Psychological Examination Fee (Students)		750.00
	Engineering Spectrum Fee (Engineering students only)		20.00
	Business Torch (College of Business students only)		20.00
	Paradigm (Accounting students only)		20.00
	The Communicator (COC students only)		20.00
	Student Council		53.00
	Catalyst/Publication Fee		100.00
	Copyright Registration Fee		300.00
	Sports Related Training Fees		250.00
	Sports Participation Fee		250.00
	Electronic Documentary Stamp Tax (eDST) System per document		30.00

TUITION FEE FOR BANSUD, BIÑAN, PARAÑAQUE & SABLAYAN

PARTICULARS	Amount
-------------	--------

Tuition Fee (Per Unit)		
Bansud		146.00
Binan	(1st & 2nd Semester)	226.00
	(Summer)	346.00
Paranaque		130.00
Sablayan		130.00
MISCELLANEOUS FEES		
Registration Fee		100.00
Library Fee		200.00
Medical and Dental Fee		150.00
Guidance Fee		100.00
Sports Development Fee		150.00
Student Information System (S.I.S. Fee)		383.00
OTHER FEES		
Diploma Fee		200.00
Graduation Fee		600.00
Application for Graduation		150.00
Entrance Exam Fee		500.00
Validation / Removal Test (Per subject)		20.00
Accounting's Certification		150.00
Registrars's Certification Authentication (Per document)		150.00
Detailed Description of Subjects (Per subject)		50.00
Change of Curriculum		100.00
Transcript of Records (Non-Engineering Graduate)		350.00
Transcript of Records (Engineering Graduate)		450.00
Transcript of Records per page (Non-Graduates - all courses)		100.00
Scanned Picture (Non-Graduates - all courses)		50.00
Honorable Dismissal		150.00
Retrieval Fee		100.00
Re-admission Fee (After 2 semesters)		50.00
Change of Subject (Per subject)		20.00
Change of Schedule (Per subject)		20.00
Overload of Subject (Per subject)		20.00
Completion Fee (Per subject)		30.00
Accreditation Fee (Per unit)		12.00
Admission Fee for Transfer Students (From Private)		500.00
Admission Fee for Transfer Students (From SUC's)		300.00
Memorabilia		-
Aptitude Test Fee (Entrance scholar)		500.00
Psychological Examination Fee (Students)		750.00
Copyright Registration Fee		300.00
Sports Related Training Fees		250.00
Sports Participation Fee		250.00
Identification Card (I.D.) - New Students		117.00
1st request due to loss and damage/defect		150.00
succeeding requests		200.00
Electronic Documentary Stamp Tax (eDST) System per document		30.00

Technology Courses

PARTICULARS	Amount
TUITION FEE	
Tuition Fee (Per Unit)	250.00
MISCELLANEOUS FEES	
Registration Fee	100.00
Library Fee	200.00
Guidance Fee	100.00
Sports Development Fee	150.00
Student Information System (S.I.S. Fee)	383.00
Medical and Dental Fee	150.00
Medical Examination Fee (Optional)	150.00
Laboratory	500.00
Identification Card (I.D.) - New Students	117.00
1st request due to loss and damage/defect	150.00
succeeding requests	200.00
Fine for Late Payment	
Fine for Late Payment - Adjustment of Subjects (ACE)	
OTHER FEES	
Diploma Fee	200.00
Graduation Fee	600.00
Application for Graduation	150.00
Scanned Picture (For graduation)	50.00
Certification (Letter Form)	200.00
Certification Authentication (Per page)	200.00
Certification of Good Moral Character	200.00
Certificate for completion of each level	200.00
all Certifications from Institute of Tech. - Registrar's Office	200.00
Transcript of Records (Per page)	200.00
Admission/Entrance Fee	500.00
Re-Admission Fee	300.00
Authentication Fee (Per page)	50.00
Honorable Dismissal	200.00
Withdrawal Fee	50.00
Completion Fee (Per subject)	30.00
Change of Subject (Per subject)	20.00
Copyright Registration Fee	300.00
Sports Related Training Fees	250.00
Sports Participation Fee	250.00
Electronic Documentary Stamp Tax (eDST) System per document	30.00

Open University - Undergraduate Programs

PARTICULARS	Amount
TUITION FEE	
Tuition Fee (Per Unit)	130.00
MISCELLANEOUS FEES	
Registration Fee	125.00
Library Fee	213.00

Medical and Dental Fee		175.00
Cultural Fee		79.00
Athletic Fee		-
Sports Development Fee		150.00
Student Information System (S.I.S. Fee)		383.00
Medical Examination Fee (Optional)		150.00
Energy Fee		1,000.00
I.T. Development Fee		200.00
Fine for Late Payment		-
Guidance Fee		50.00
Student Handbook		45.00
Laboratory Fee		317.00
N.S.T.P.		300.00
Identification Card (I.D.) - New Students		117.00
1st request due to loss and damage/defect		150.00
succeeding requests		200.00
Open University Publication's Fee		250.00
OTHER FEES		
Diploma Fee		200.00
Graduation Fee		600.00
Application for Graduation		150.00
Memorabilia		-
Entrance Exam Fee		500.00
Re-Admission Fee		200.00
Admission Fee		300.00
Scanned Picture (For graduation)		50.00
Detailed Description of Subjects (Per subject)		-
Accreditation Fee (Per Unit)		100.00
Transcript of Records (Per page)		100.00
Transcript of Records		350.00
Retrieval Fee		100.00
Assessor's Fee		3,000.00
Trainor's Fee (Per module)		750.00
Change of Subject (Per subject)		20.00
Administrative Fee		500.00
Copyright Registration Fee		300.00
Sports Related Training Fees		250.00
Sports Participation Fee		250.00
Electronic Documentary Stamp Tax (eDST) System per document		30.00

Open University - Institute of Open and Distance Education (IODE) Graduate Programs

Local Students (IODE - LOCAL)			
PARTICULARS		AMOUNT	
		MASTER'S	DOCTORATE
TUITION FEE			(except DENG)
Tuition Fee (Per Unit) - Master's Program		750.00	
- all Doctorate Programs except Engineering Management			1,000.00
MISCELLANEOUS FEES			
Registration Fee		100.00	100.00

Identification Card		100.00	100.00
1st request due to loss and damage/defect		150.00	150.00
succeeding requests		200.00	200.00
Library Fee		100.00	100.00
Medical and Dental Fee		50.00	50.00
I.T. Development Fee		200.00	200.00
Energy Fee per Semester		1,000.00	1,000.00
Student Information System (S.I.S. Fee)		225.00	225.00
Sports Development Fee		150.00	150.00
Publications Fee		250.00	250.00
Fine for Late Payment		-	-
Fine for Late Payment - Adjustment of Subjects (ACE)		-	-
OTHER FEES			
Module Fee (Per Subject)		500.00	500.00
Entrance Exam/Application/Admission Fee		500.00	500.00
Re-Admission Fee		200.00	200.00
Admission Fee		-	-
Change of Subject (Per subject)		20.00	20.00
Change of Curriculum		100.00	100.00
Overload of Subject (Per subject)		20.00	20.00
Completion Fee (Per subject)		30.00	30.00
Any Certification		150.00	150.00
Description of Subject		150.00	150.00
Accreditation Fee (Per unit)		400.00	400.00
Comprehensive Exam (Per subject) - Master's Program		-	-
Accreditation Fee (Per unit) - Master's Program		-	-
Transfer Fee (From Private)		500.00	500.00
Transfer Fee (From SUC's)		300.00	300.00
Application for Comprehensive Exams Fee		150.00	150.00
Comprehensive Exams Fee		1,000.00	1,300.00
Graduation Fee and Diploma		800.00	800.00
Application for Graduation		150.00	150.00
Scanned Picture (For graduation)		50.00	50.00
Transcript of Records (Per page)		200.00	200.00
Certificate of Graduation		150.00	150.00
Copyright Registration Fee		300.00	300.00
Memorabilia			
Alumni Fee			
Electronic Documentary Stamp Tax (eDST) System per document		30.00	30.00
Thesis Defense (20% tax inclusive)			
Proposal	Thesis Adviser	3,750.00	
	Evaluator 1	2,500.00	
	Evaluator 2	2,500.00	
	Oral Examination Secretary	625.00	
Pre-oral	Thesis Adviser	3,750.00	
	Evaluator 1	2,500.00	
	Evaluator 2	2,500.00	
	Oral Examination Secretary	625.00	

Final	Thesis Adviser	5,000.00	
	Evaluator 1	2,500.00	
	Evaluator 2	2,500.00	
	Evaluator 3	2,500.00	
	Evaluator 4	2,500.00	
	Oral Examination Secretary	1,250.00	
Editor		6,250.00	
Statistician		7,500.00	
Dissertation Defense (20% tax inclusive)			
Proposal	Dissertation Adviser	5,000.00	
	Panel 1	2,500.00	
	Panel 2	2,500.00	
	Panel 3	2,500.00	
	Oral Examination Secretary	625.00	
Pre-oral	Dissertation Adviser	5,000.00	
	Panel 1	2,500.00	
	Panel 2	2,500.00	
	Panel 3	2,500.00	
	Oral Examination Secretary	625.00	
Final	Thesis Adviser	5,000.00	
	Panel 1	3,750.00	
	Panel 2	3,750.00	
	Panel 3	3,750.00	
	Panel 4	3,125.00	
	Panel 5	3,125.00	
	Oral Examination Secretary	1,250.00	
Editor		8,125.00	
Statistician		9,375.00	

Doctor in Engineering Management (IODE - DENG)

Local and Overseas Filipino Students			
PARTICULARS	AMOUNT		
			OFW
	in PHILIPPINE Pesos		
TUITION FEE			(OU-DENG only)
Tuition Fee (Per Unit)		1,500.00	1,500.00
MISCELLANEOUS FEES			
Module Fee (Per Subject)		500.00	500.00
Entrance/Application/Admission Fee		500.00	500.00
Registration Fee per Semester		100.00	100.00
Identification Card		100.00	100.00
1st request due to loss and damage/defect		150.00	150.00
succeeding requests		200.00	200.00
Library Fee per Semester		100.00	100.00
Medical and Dental Fee per Semester		50.00	50.00
I.T. Development Fee per Semester		200.00	200.00

Energy Fee per Semester			1,000.00	1,000.00
Student Information System (S.I.S. Fee) per Semester			225.00	225.00
Sports Development Fee per Semester			-	
Publications Fee per Semester			250.00	250.00
Fine for Late Payment per Semester			-	
Fine for Late Payment - Adjustment of Subjects (ACE)			-	
Comprehensive Exams Fee			1,300.00	1,300.00
Dissertation Writing Tuition Fee (12 units)			11,325.00	11,325.00
Dissertation Writing and Oral Defense (Adviser, Evaluators, Oral Defense Panel)			31,000.00	31,000.00
Graduation Fee and Diploma			800.00	800.00
Graduation Fee			-	-
Application for Graduation			150.00	150.00
Diploma Fee			-	-
Scanned Picture (For graduation)			50.00	50.00
Transcript of Records (Per page)			200.00	200.00
Certificate of Graduation			150.00	150.00
Memorabilia				
Alumni Fee				
Electronic Documentary Stamp Tax (eDST) System per document			30.00	30.00
Note: Effective School Year 2018 - 2019				
Tuition fee for government agencies' in-house program				
Master's Degree (Per Unit)			750.00	
Tuition fee for private organizations' in-house program				
Master's Degree (Per Unit)			1,000.00	

Open University - Non-Traditional Study Program (NTSP) Graduate Studies Programs and Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) Undergraduate Programs

Local Students (NTSP/ETEEAP - LOCAL)				
PARTICULARS		AMOUNT		
TUITION FEE		BACHELOR	MASTER'S	DOCTORATE
Tuition Fee (Per Hour) Bachelor's Degree		1,600.00		
Tuition Fee (Per Unit) Master's plus Doctorate Degree			2,000.00	2,500.00
MISCELLANEOUS FEES				
Registration Fee		100.00	100.00	100.00
Library Fee		100.00	100.00	100.00
Medical and Dental Fee		50.00	50.00	50.00
Cultural Fee		50.00	50.00	50.00
Laboratory Fee (Per subject)		200.00	200.00	200.00
Sports Development Fee		150.00	150.00	150.00
Identification Card (I.D.) - New Students		100.00	100.00	100.00
1st request due to loss and damage/defect		150.00	150.00	150.00
succeeding requests		200.00	200.00	200.00
Others		35.00	35.00	35.00
Student Information System (S.I.S. Fee)		225.00	225.00	225.00
Handbook		100.00	100.00	100.00
OTHER FEES				
Assessor's Fee	Bachelor's Degree	3,000.00	3,000.00	3,000.00
	Master's Degree	5,200.00	5,200.00	5,200.00
Application Fee		200.00	200.00	200.00

Accreditation Fee (Per subject)	Bachelor's Degree	100.00	100.00	100.00
	Master's Degree	200.00	200.00	200.00
Diploma Fee		200.00	200.00	200.00
Graduation Fee		600.00	600.00	600.00
Application for Graduation		150.00	150.00	150.00
Scanned Picture (For graduation)		50.00	50.00	50.00
Transcript of Records (Per page)		200.00	200.00	200.00
Electronic Documentary Stamp Tax (eDST) System per document		30.00	30.00	30.00

Graduate School

PARTICULARS	AMOUNT		
	MASTERS	DOCTORATE	
TUITION FEE			
Tuition Fee (Per Unit)	750.00		1,000.00
MISCELLANEOUS FEES			
Registration Fee per Semester	100.00		100.00
Identification Card	100.00		100.00
1st request due to loss and damage/defect	150.00		150.00
succeeding requests	200.00		200.00
Library Fee per Semester	100.00		100.00
Medical and Dental Fee per Semester	50.00		50.00
I.T. Development Fee per Semester	200.00		200.00
Energy Fee per Semester	1,000.00		1,000.00
Student Information System (S.I.S. Fee) per Semester	225.00		225.00
Sports Development Fee per Semester	150.00		150.00
Graduate Forum per Semester except Doctor of Philosophy in Psychology	100.00		100.00
Publications for Doctor of Philosophy in Psychology			250.00
Fine for Late Payment per Semester	-		-
Fine for Late Payment - Adjustment of Subjects (ACE)	-		-
OTHER FEES			
Entrance Exams Fee	500.00		500.00
Re-Admission Fee	200.00		200.00
Admission Fee	-		-
Change of Subject (Per subject)	20.00		20.00
Change of Curriculum	100.00		100.00
Overload of Subject (Per subject)	20.00		20.00
Completion Fee (Per subject)	30.00		30.00
Any Certification	150.00		150.00
Description of Subject	150.00		150.00
Accreditation Fee	400.00		500.00
Accreditation Fee (Per unit) - Doctor's Program	-		-
Accreditation Fee (Per unit) - Master's Program	-		-
Transfer Fee (From Private)	500.00		500.00
Transfer Fee (From SUC's)	300.00		300.00
Application for Comprehensive Exams Fee	150.00		150.00
Comprehensive Exams Fee	1,000.00		1,300.00
Comprehensive Exam (Per subject) - Doctoral Program	-		-
Comprehensive Exam (Per subject) - Master's Program	-		-

Graduation Fee and Diploma			800.00		800.00
Graduation Fee			-		-
Application for Graduation			150.00		150.00
Diploma Fee			-		-
Scanned Picture (For graduation)			50.00		50.00
Transcript of Records (Per page)			200.00		200.00
Certificate of Graduation			150.00		150.00
Copyright Registration Fee			300.00		
Memorabilia					
Alumni Fee					
Electronic Documentary Stamp Tax (eDST) System per document			30.00		30.00
Thesis Defense (20% tax inclusive)					
	Proposal	Thesis Adviser	3,750.00		
		Evaluator 1	2,500.00		
		Evaluator 2	2,500.00		
		Oral Examination Secretary	625.00		
	Pre-oral	Thesis Adviser	3,750.00		
		Evaluator 1	2,500.00		
		Evaluator 2	2,500.00		
		Oral Examination Secretary	625.00		
	Final	Thesis Adviser	5,000.00		
		Evaluator 1	2,500.00		
		Evaluator 2	2,500.00		
		Evaluator 3	2,500.00		
		Evaluator 4	2,500.00		
		Oral Examination Secretary	1,250.00		
		Editor	6,250.00		
		Statistician	7,500.00		
Dissertation Defense (20% tax inclusive)					
	Proposal	Dissertation Adviser			5,000.00
		Panel 1			2,500.00
		Panel 2			2,500.00
		Panel 3			2,500.00
		Oral Examination Secretary			625.00
	Pre-oral	Dissertation Adviser			5,000.00
		Panel 1			2,500.00
		Panel 2			2,500.00
		Panel 3			2,500.00
		Oral Examination Secretary			625.00
	Final	Thesis Adviser			5,000.00
		Panel 1			3,750.00
		Panel 2			3,750.00
		Panel 3			3,750.00
		Panel 4			3,125.00
		Panel 5			3,125.00
		Oral Examination Secretary			1,250.00

	Editor			8,125.00
	Statistician			9,375.00
Note: Effective School Year 2018 - 2019				
	Tuition fee for government agencies' in-house program			
		Master's Degree (Per Unit)	750.00	
		Doctorate Degree (Per Unit)		1,000.00
	Tuition fee for private organizations' in-house program			
		Master's Degree (Per Unit)	1,000.00	
		Doctorate Degree (Per Unit)		1,250.00
	Open University - NON Traditional Study (ETEEAP)			
	Tuition for Government Agencies In-House program			
		Master' Degree (Per unit)	750.00	
		Doctor's Degree (Per unit)		1,000.00
	Tuition for Private Organizations' In-House program			
		Master' Degree (Per unit)	1,000.00	
		Doctor's Degree (Per unit)		1,250.00

Post - Baccalaureate

PARTICULARS	AMOUNT			
	OU & COED	2ND BACCALAUREATE DEGREE	ICPD	
TUITION FEE				
Tuition Fee (per Unit) PBDT, PBDALS & PBTE	200.00			
Tuition Fee (per Unit)		250.00		
Tuition Fee (Per Unit) Certificate Courses			600.00	
Foreign (Per Unit)			\$ 15.00	
Tuition Fee (Per Unit) Online Courses			2,500.00	
or Dollar per Course (3 units in 1 course)			\$ 150.00	
MISCELLANEOUS FEES				
Registration Fee	100.00	100.00	100.00	
Library Fee	100.00	200.00	300.00	
Guidance Fee	50.00	100.00	-	
Cultural Fee			50.00	
Sports Development Fee	150.00	150.00	150.00	
Student Information System (SIS/UIS Fee)	225.00	225.00	225.00	
Medical and Dental Fee	50.00	150.00	100.00	
Medical Examination (Optional)		150.00		
Laboratory		500.00		
Energy Fee	1,000.00		1,000.00	
I.T. Utilization and Development Support	200.00		200.00	
Identification Card (I.D.) - New Students	100.00	100.00	200.00	
1st request due to loss and damage/defect	150.00	150.00	150.00	
succeeding requests	200.00	200.00	200.00	
Admission Fee/Entrance Fee	500.00	500.00	-	
Module Fee (Per Subject)	500.00	500.00	-	
Online Instruction Manual	-	-	1,500.00	
Foreign (Certificate Courses)			\$ 40.00	
Foreign (Online Courses)			\$ 50.00	

OTHER FEES				
Diploma Fee		200.00	200.00	200.00
Graduation Fee		600.00	600.00	600.00
Application for Graduation		150.00	150.00	150.00
Scanned Picture (For graduation)		50.00	50.00	50.00
Transcript of Records (Per page)		200.00	200.00	200.00
Certification (Letter Form)		150.00	150.00	150.00
Certification Authentication (Per Page)		150.00	150.00	150.00
Certification of Good Moral Character		150.00	150.00	150.00
Certification for completion of each level		150.00	150.00	150.00
Honorable Dismissal		150.00	150.00	150.00
Change of Subject (Per Subject)		20.00	20.00	20.00
Accreditation Fee (Per Unit)		200.00		
Sports Related Training Fees			250.00	
Sports Participation Fee			250.00	
Electronic Documentary Stamp Tax (eDST) System per document		30.00	30.00	30.00

INSTITUTE OF CONTINUING PROFESSIONAL DEVELOPMENT (ICPD) (Training and Certificate Courses)

PARTICULARS	AMOUNT	
	Local	Foreign
TUITION FEE		
Customized Certificate Courses (Per Unit)	1,600.00	\$ 35.00
Procurement Certificate Course (Per Unit)	10,000.00	\$ 200.00
2-Day Workforce Training (Per Unit)	6,000.00	\$ 125.00
Online Course Fees (UBS Certification)		
per Course (3 units in 1 course)		\$ 150.00
MISCELLANEOUS FEES		
Customized Certificate Courses (Per Unit)	3,750.00	\$ 80.00
Procurement Certificate Course (Per Unit)		
2-Day Workforce Training (Per Unit)		
Online Course Fees (UBS Certification)		
per Course (3 units in 1 course)		\$ 50.00

ICPD English Proficiency Program Guidelines (Effective: 1st Semester 2019-20)

Assessment Fee			\$ 25.00
Needs-Based Training Hours per Skill Area and Fees			
	Basic / Beginner (200 hrs.)	Writing, Speaking, Reading & Grammar 50 hrs. each	\$ 1,000.00
	Intermediate (150 hrs.)	Writing & Speaking 50 hrs. each, Reading & Grammar 25 hrs. each	\$ 750.00
	Advanced (100 hrs.)	Writing, Speaking, Reading & Grammar 25 hrs. each	\$ 500.00

College of Law

PARTICULARS	AMOUNT	
	MASTER OF LAWS	JURIS DOCTOR
TUITION FEE		
Tuition Fee (Per Unit)	2,000.00	750.00
	(starting 1st of AY 2024-25, Freshmen only)	1,000.00

MISCELLANEOUS FEES / OTHER FEES				
Application / Entrance Exam Fee			500.00	500.00
Registration Fee			2,000.00	100.00
Library Fee			1,000.00	100.00
Medical and Dental Fee			500.00	50.00
Medical Examination Fee				150.00
Identification Card (I.D.) - New Students			500.00	100.00
1st request due to loss and damage/defect			150.00	150.00
succeeding requests			200.00	200.00
Energy Fee			1,500.00	1,000.00
Student Information System (S.I.S. Fee)			500.00	225.00
Adjustment Fee (Per subject)				20.00
Fine for Late Payment				
Fine for Late Payment - Adjustment of Subjects (ACE)				
Sports Development Fee			-	150.00
Graduation Fee			600.00	600.00
Diploma Fee			200.00	200.00
Application for Graduation			150.00	150.00
Transcript of Records per page			200.00	200.00
Scanned Picture			50.00	50.00
Memorabilia				
Admission Fee			300.00	300.00
Re-Admission Fee			200.00	200.00
Retrieval Fee			100.00	100.00
Completion Fee (Per subject)			30.00	30.00
Validation Fee			150.00	150.00
Accreditation Fee (Per unit)			500.00	500.00
Admission Fee for Transfer Students (From Private)			500.00	500.00
Admission Fee for Transfer Students (From SUC's)			300.00	300.00
Legal Aid Clinic and Moot Court Fee			600.00	600.00
Research, Online Resources and Journal			800.00	800.00
Digitalized Exam Fee				2,000.00
Electronic Documentary Stamp Tax (eDST) System per document			30.00	30.00

Laboratory High School (Junior High School) (Grade 7-10)

PARTICULARS	AMOUNT
TUITION FEE	
Tuition Fee (Per Unit)	7.19
MISCELLANEOUS FEES / OTHER FEES	
Registration Fee	10.00
Library and Athletic Fee	25.00
Medical and Dental Fee	15.00
Guidance Fee	50.00
Identification Card (I.D.) - New Students	75.00
1st request due to loss and damage/defect	150.00
succeeding requests	200.00
Handbook	
Laboratory Fee	15.00
Cultural Fee	15.00

Sports Development Fee			150.00
Medical Examination Fee			150.00
Student Information System (S.I.S. Fee)			225.00
Diploma Fee			200.00
Graduation Fee			600.00
Certificate for Graduation			150.00
Scanned Picture			50.00
Form 137			100.00
Memorabilia			
Electronic Documentary Stamp Tax (eDST) System per document			30.00

Senior High School (SHS)

Rates will apply up to the Grade 12 students enrolled for AY 2024-25 (revised from 2023-24)			
Fixed Tuition Fee per Academic Year subsidized by DepEd			11,250.00
(Amount given by DepEd to Ma'am RC Bautista for subsidy)			
Starting with Grade 11 students enrolled in the 1st Semester of AY 2024-25 (revised from 2023-24)			
PARTICULARS			AMOUNT
TUITION FEE			
Tuition Fee (Per Unit)			14.50
MISCELLANEOUS FEES / OTHER FEES			
Registration Fee			20.00
Library and Athletic Fee			50.00
Medical and Dental Fee			30.00
Student Information System (S.I.S. Fee)			383.00
Identification Card (I.D.) - New Students			117.00
Laboratory Fee			30.00
Cultural Fee			30.00
Insurance			50.00
Diploma Fee			200.00
School Form 10 (Form 137)			100.00
Certificate of Graduation / Good Moral			150.00
Graduation Fee			600.00
Certified True Copy - Junior High School SF 10			150.00
Electronic Documentary Stamp Tax (eDST) System per document			30.00

International Students (Foreign)

Bachelor Degree Programs			
PARTICULARS		AMOUNT	
		OLD	NEW
Fees for 4/5 year Bachelor Degree Programs			US\$
Tuition Fee (per lecture/laboratory hour)		\$ 25.00	\$ 25.00
Intensive English Language Course (Fixed)		\$ 500.00	\$ 500.00
Leveling / Special Tuition Fees (Fixed)		\$ 100.00	\$ 100.00
Educational Tourism Fees / Study Tour (budget)		\$ 240.00	\$ 240.00
Conferment Graduation Fee, Transcript of records, Diploma Fee & Alumni Fee		\$ 160.00	\$ 160.00
Entrance Examination Fee		\$ 15.00	\$ 15.00
Miscellaneous Fees		\$ 15.00	\$ 15.00
Admission Fee (One-time payment)		\$ 50.00	\$ 50.00

<input type="checkbox"/>	English Proficiency Testing Fee (One-time payment)	\$	25.00	\$	25.00
--------------------------	--	----	-------	----	-------

Other Fees

According to amount indicated in the Order of Payment, Assessment Forms, Document Requests Forms, Statement of Accounts, and/or Payment Vouchers

4. Online collection of Tuition, Miscellaneous, and other Fees (Deposits and Fund Transfers)

This pertains to payment of Tuition Fees, Miscellaneous Fees, Rental, Electricity, Water, Warranty Bond, etc., through LBP Cash Deposits and/or Fund Transfers.

Office or Division:	Fund Management Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students/Alumni/Concessionaires/LGU's/ Other Government Agencies/Private Companies/Faculty/Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA (<https://pupsinta.freshservice.com/support/home>) with the following information:

- Student/Client's Full Name
- Program (for students)
- Purpose of Payment
- Landbank Branch where the transaction was made (for LBP Over-the-Counter Deposits)

2. Any of the following Proof of Payment

Any of the following:

2.A. Land Bank validated Deposit Slip (for LBP Over-the-Counter Transactions)

(1) Electronic Copy

Applicant / Client

Remarks:

Proof of payment must reflect the DATE AND TIME OF TRANSACTION

Client must indicate the LAND BANK Branch where Transaction is made.

2.B. Transaction Confirmation Receipt (for Bank Transfers)

(1) Electronic Copy

Applicant / Client

Remarks:

Proof of payment must reflect the DATE AND TIME OF TRANSACTION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Proof of Payment and other necessary payment details through PUP SINTA Location: https://pupsinta.freshservice.com/support/home Notes/Instruction: <i>Make sure to provide the following information:</i> - Full Name: - Program: - Purpose of Payment: - LandBank Branch where transaction was made (for LBP OTC)	1.1. Receive and check the completeness of the payment details 1.2. Verify and validate the accuracy of the deposit/fund transfer against the bank statement 1.3. Issue Official Receipt	None	3 hour/s 5 working day/s 3 hour/s	<ul style="list-style-type: none"> • Collecting Officers; Cash Receipt Section • Collecting Officers; Cash Receipt Section • Collecting Officers; Cash Receipt Section

<i>Proof of payment must reflect date and time of transaction and/or LBP validation.</i>	1.4. Send the Official Receipt to the client through PUP SINTA		3 hour/s	• Collecting Officers; Cash Receipt Section
2. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	2. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Collecting Officers; Cash Receipt Section
Total Processing Time:		Working Days: 5 working day/s, 9 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Gender and Development Office

1. Collaboration for GEDSI-related Project/Program/Activity

This refers to the Gender Equity, Diversity, and Social Inclusion or GEDSI-related Project/Program/Activity (PPAs)* collaboration or partnership with the Gender and Development Office and/or its Centers. The proposal will be evaluated using the Harmonized Gender and Development Guidelines to determine whether the proposed activity is in line with the office mandate. After the evaluation, the responsible person will inform the proponent via email or physical document if the PPA is approved/declined, or with possible recommendations for improvement.

**The PPAs for this collaboration include the conduct of seminars, conferences, training/workshops/capability-building activities, and advocacy projects.*

Once the proposal is accepted, the Gender and Development Office and the requesting party will sign a collaboration form where the extent of cooperation is stipulated.

Office or Division:	Gender and Development Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students and Other Outside Institutions			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Electronic Copy Or (1) Original Copy	Applicant / Client			
Remarks:	The request letter includes objectives, time frame, budgetary requirements, target participants, and other key information about the PPA.			
2. HGDG Checklist (1) Electronic Copy Or (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Gender and Development Office			
Remarks:	Editable HGDG Evaluation Checklist Form may be accessed here			
Note: Client will provide information about the proposed PPA. GADO Director will conduct the evaluation.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request submission (electronic mail or physical document) Location: S-409, 4 th Floor South Wing, Main building Notes/Instruction: Electronic submissions to be sent at gado@pup.edu.ph	1.1. Review the proposal to see if it is in line with the university's gender-equity, diversity, and social inclusion mandate. 1.2. Prepare the acceptance/decline/recommendation letter. 1.3. Send the acceptance/decline/recommendation letter (electronic mail or physical document).	None	5 working day/s, 3 hour/s	• Director ; Gender and Development Office
			1 working day/s	• Director ; Gender and Development Office
			8 hour/s	• Director; Gender and Development Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

2. GEDSI Mainstreaming Activities

This refers to the request for the facilitation of Gender Equity, Diversity, and Social Inclusion (GEDSI)-related activity by the Gender and Development Office and/or its Centers. The request will be reviewed if it aligns with the office mandate and/or schedule availability. After the evaluation, the responsible person will inform the proponent via email or physical document if the request is approved/declined, with possible recommendations for improvement, or referral.

**The activities for this request include the conduct of a seminar, conference, training/workshop/capability building activity, and request for a resource person.*

Office or Division:	Gender and Development Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students and Other Outside Institutions			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client			
Remarks:	The request letter includes objectives, time frame, budgetary requirements, target participants, and other key information about the activity.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request submission (electronic mail or physical document). Location: S-409, 4 th Floor South Wing, Main building Notes/Instruction: <i>Electronic submissions to be sent at gado@pup.edu.ph</i>	1.1. Review the request if it is in line with the office mandate and/or schedule availability. 1.2. Prepare the acceptance/decline/recommendation letter. 1.3. Send the acceptance/decline/recommendation letter (electronic mail or physical document).	None	5 working day/s, 3 hour/s 1 working day/s 8 hour/s	• Director ; Gender and Development Office • Director; Gender and Development Office • Director ; Gender and Development Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

3. GEDSI Technical Advisory

This refers to consultancy, development, and management of Gender Equity, Diversity, and Social Inclusion (GEDSI) Project/Program/Activity (PPA) provided by the Gender and Development Office and/or its Centers. The concern will be reviewed by the office's subject matter expert and draft a recommendation and/or schedule a meeting to discuss the recommendations. The client will be notified via electronic mail or physical document.

Office or Division:	Gender and Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students and Other Outside Institutions			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Electronic Copy Or (1) Original Copy	Applicant / Client			
Remarks: Includes objectives, time frame, budgetary requirements, target participants, and other key information of the PPA.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request submission (electronic mail or physical document) Location: S-409, 4 th Floor South Wing, Main building Notes/Instruction: <i>Electronic submissions to be sent at gado@pup.edu.ph</i>	1.1. Review the request if it is in line with the office mandate and/or schedule availability. 1.2. Prepare the acceptance/decline/recommendation letter 1.3. Send the acceptance/decline/recommendation letter (electronic mail or physical document)	None	18 working day/s, 3 hour/s 1 working day/s 8 hour/s	<ul style="list-style-type: none"> • Director; Gender and Development Office • Director; Gender and Development Office • Director; Gender and Development Office
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None			

General Administrative Support Services

1. Vehicle Reservation for Students and Other Clients

The General Administrative Support Services consistently receives vehicle requests from internal and external offices to use University Vehicle for Official Transaction including the students at this University. Among the student activities allowed for vehicle reservations are transportation services to and/or from competitions, field trips, site inspections, airport, immersions, and other activities requiring the University Transportation Services approved by the Office of the Vice President for Administration.

Office or Division:	General Administrative Support Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Polytechnic University of the Philippines Students and Other Clients
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Vehicle Request Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - General Administrative Support Services / Transportation and Motor Pool Services			
2. Letter of Intent (1) Original Copy	Applicant / Client			
Remarks: Requests must be signed and endorsed by the Program Head and the College Dean/Director and approved by their Sector Head.				
3. Letter of Compliance from the Internal Audit (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Internal Audit Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the filled-out request for the official vehicle via Polytechnic University of the Philippines Smart Interactive Technical Assistant (SINTA) and attach all the requirements. Location: General Administrative Support Services / Transportation and Motor Pool Services / PUP Smart Interactive Technical Assistant (SINTA) Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the client/student is advised to secure another date to reserve.</i>	1.1. Accept the emailed General Services Office request for the official vehicle form from the client.	None	5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Administrative Aide III; General Administrative Support Services
	1.2. Acknowledged receipt of the email.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Administrative Aide III; General Administrative Support Services
	1.3. Check if the schedule requested is available.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services
	1.4. Confirm the availability of the vehicle for the schedule of the requesting party.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services

	1.5. Forward the emailed vehicle request form to the Transportation and Motor Pool Section Chief for approval.		5 minute/s	• Dispatcher; General Services Office • Transportation and Motor Pool Services Chief; General Administrative Support Services
	1.6. Inform the client of the approved request and advise to ensure the trip via phone call 2 days before schedule.		5 minute/s	• Dispatcher; General Administrative Support Services
	1.7. Inform the client that the transaction is successful and advise them to answer the online client service survey which will be sent to them via email.		5 minute/s	• Dispatcher; General Administrative Support Services • Administrative Aide III; General Administrative Support Services • Technical Staff; General Administrative Support Services
	1.8. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Transportation and Motor Pool Services, and the General Administrative Support Services Director and have it ready for the intended day of dispatch.		30 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Section Chief; General Administrative Support Services • General Administrative Support Services Director; General Administrative Support Services
2. Manual Request Form				
Manual Request Form 2.A. Submit the filled-out GASS-TMPS Request for Official Vehicle Form to the General Administrative Support Services or Transportation and Motor Pool Services along with other requirements. Location: General Administrative Support Services / Transportation and Motor Pool Services Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the client/student is advised to secure another date to reserve.</i>	2.A.1. Accept the filled-out Request for Official Vehicle Form from the client.	None	5 minute/s	• Dispatcher; General Administrative Support Services • Technical Staff; General Administrative Support Services • Administrative Aide III; General Administrative Support Services • Transportation and Motor Pool Services; General Administrative Support Services
	2.A.2. Acknowledged receipt of the request form.		5 minute/s	• Dispatcher; General Administrative Support Services • Technical Staff; General Administrative Support Services • Administrative Aide III; General Administrative Support Services • Transportation and Motor Pool Services Chief; General

				Administrative Support Services
	2.A.3. Check if the schedule requested is available.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services
	2.A.4. Confirm the availability of the vehicle for the schedule of the requesting party.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services
	2.A.5. Forward the Vehicle Request Form to the Transportation and Motor Pool Section Chief for Approval.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.A.6. Inform the client of the approved request and advise to ensure the trip via phone call 2 days before schedule.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services
	2.A.7. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Chief of TMPS, and the Director and ready for the intended day of dispatch.		30 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Transportation and Motor Pool Services Chief; General Administrative Support Services General Administrative Support Services Director; General Administrative Support Services
Phone Call for Booking Request 2.B.The client will secure a vehicle via phone call and then will submit filled-out Request for Official vehicle Form along with other requirements. Location: General Administrative Support Services / Transportation and Motor Pool Services Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the client/student is advised to secure another date to reserve.</i>	<p>2.B.1. Accept the filled-out Request for Official Vehicle Form from the client.</p> <p>2.B.2. Acknowledged receipt of the request form.</p>	None	5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Technical Staff; General Administrative Support Services Administrative Aide III; General Administrative Support Services Transportation and Motor Pool Services Chief; General Administrative Support Services
			5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Technical Staff; General Administrative Support Services Administrative Aide III; General Administrative Support Services

			• Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.B.3. Check if the schedule requested is available.	5 minute/s	• Dispatcher; General Administrative Support Services
	2.B.4. Confirm the availability of the vehicle for the schedule of the requesting party.	5 minute/s	• Dispatcher; General Administrative Support Services
	2.B.5. Forward the Vehicle Request Form to the Transportation and Motor Pool Services Chief for Approval.	5 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.B.6. Inform the client of the approved request and advise to ensure the trip via phone call 2 days before schedule.	5 minute/s	• Dispatcher; General Administrative Support Services
	2.B.7. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Chief of TMPS, and the Director and ready for the intended day of dispatch.	30 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services • General Administrative Support Services; General Administrative Support Services
General Remarks			
This service is subject to availability of vehicles.			
Total Processing Time:			
*For Manual Request Form	Working Days: 2 hour/s, 5 minute/s		
*For Phone Call for Booking Request	Working Days: 2 hour/s, 5 minute/s		
Total Processing Fee:			
*For Manual Request Form	Total Standard Fee: None		
*For Phone Call for Booking Request	Total Standard Fee: None		

Office Legend**Colleges/Department**

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance

- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Graduate Studies Registrar's Offices

1. Processing of Request for Admission for Filipino Students

The Graduate School/Vertically Articulated Colleges Registrar's Office processes and facilitates the application for admission of Filipino students who are bachelor's degree holders (for master's program) and master's degree holders (for doctorate program). The Office verifies and checks the applicants' application documents as to whether the applicant is qualified for admission or not.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student Applicants Remarks: Bachelor's degree holders (for master's program) Master's degree holders (for doctorate program)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. PSA Birth Certificate (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
2. PSA Certificate of Marriage (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
Remarks: For Female Married Applicants	
3. Official Transcript of Records (1) Photo Copy	Applicant / Client
Remarks: Bring the original copy, for verification purposes	
4. In the absence of NBI Clearance	
Any of the following:	
4.A. NBI Clearance (1) Photo Copy	Agency - Division: National Bureau of Investigation - Regional and Satellite Offices
4.B. Police Clearance (1) Photo Copy	Agency - Division: Philippine National Police - Local Police Station
Remarks: valid within the last 6 months	
4.C. Good Moral Certificate (1) Photo Copy	Applicant / Client
Remarks: From the employer	
5. Certificate of Employment (1) Photo Copy	Applicant / Client
Remarks:	

For employed applicants

6. Medical Certificate

(1) Photo Copy

Applicant / Client

Remarks:

Issued within the last 6 months; must indicate that the applicant is fit to study

7. Recommendation Letter (to be accomplished by immediate supervisor/head of office)

(1) Original Copy

Applicant / Client

Remarks:

For doctorate program applicants only

8. Payment Voucher

(1) Original Copy

Applicant / Client

Remarks:

Downloaded from pupaapply

9. ID Picture

(Sample: 2"x2" inches)

Applicant / Client

Remarks:

White background

For Situational Requirement**A. Situational Requirement**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Visit the PUP website, and apply for Graduate Studies Entrance Exam Location: https://www.pup.edu.ph/apply/	1. Monitor the application	None	10 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices
2. Payment of fees Location: Fund Management Office, Ground Floor, South Wing, PUP Main Building	2. Accept payment and issue official receipt	Standard Fees Breakdown: Examination Fee: PHP 500 <hr/> Total: PHP 500	20 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office
3. Submit the admission requirements together with Official Receipt to the Registrar's staff for processing of credentials. Location: Concerned GS Registrar's Office	3. Accept and process the admission requirement and credentials of the applicant	None	10 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices
4. Generate the ePermit thru the applicant's pupaapply account Location: https://www.pup.edu.ph/apply/	4. Schedule the applicant for entrance examination	None	10 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 50 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

2. Processing of Request for Admission for Foreign Students

The Graduate School/Vertically Articulated Colleges Registrar's Office processes and facilitates the application for admission of foreign students who are bachelor's degree holders (for master's program) and master's degree holders (for doctorate program). The Office verifies and checks the applicants' application documents as to whether the applicant is qualified for admission or not.

Office or Division:	Graduate Studies Registrar's Offices						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Student Applicants Remarks: Bachelor's degree holders (for master's program) Master's degree holders (for doctorate program)						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Application Form (1) Original Copy	Applicant / Client						
2. Personal History Statement (1) Original Copy	Applicant / Client						
Remarks: Duly signed by the applicant with 2 x 2 ID photo (in white background) and thumbprints							
3. Letter of Recommendation (1) Original Copy	Applicant / Client						
4. Self-Recommendation Letter (1) Original Copy	Applicant / Client						
5. Official Receipt for English Assessment Fee (1) Photo Copy	Applicant / Client						
6. Passport (1) Photo Copy	Applicant / Client						
7. Birth Certificate (1) Certified True Copy	Applicant / Client						
8. Graduation Certificate (1) Certified True Copy	Applicant / Client						
9. Transcript of Records (1) Certified True Copy	Applicant / Client						
10. Applicant's Copy of Printed Payment Voucher (1) Original Copy	Applicant / Client						
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)		
1. Sign the office logbook Location: 3/F South Wing, PUP Main Building	1. Give the logbook to the client	None	2 minute/s		<ul style="list-style-type: none"> ReceivingStaff; Office of International Affairs 		

2. Submit the requirements to the administering staff Location: 3F South Wing, PUP Main Building Notes/Instruction: c/o OIA	2. Receive and evaluate the requirements of the client	Formula Fees Breakdown: Entrance Examination Fee	2 working day/s	• Receiving Staff; Office of International Affairs
3. Visit the PUP website, and apply for Graduate Studies Entrance Exam Location: https://www.pup.edu.ph/apply/	3. Monitor the application	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
4. Payment of entrance examination fee Location: Ground Floor, South Wing, PUP Main Building	4. Accept payment and issue official receipt	Standard Fees Breakdown: Entrance Examination Fee: \$ 15 <hr/> Total: \$ 15	20 minute/s	• Cash Receipts Officer; Fund Management Office
5. Submit the admission requirements together with Official Receipt of Payment Location: Concerned GS Registrar's Office	5. Accept and process the admission requirement and credentials of the applicant	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
6. Generate the e-permit thru the applicant's pup apply account using the link: Location: https://www.pup.edu.ph/apply/ S-604, South Wing, PUP Main Building	6. Schedule the applicant for entrance examination	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 2 working day/s, 52 minute/s		
Total Processing Fee:		Total Standard Fee: \$ 15 See other fees below		
Formula / Schedule of Fees Entrance Examination Fee c/o OIA				

3. Processing of Request for Enrollment of New Student

The Graduate School/Vertically Articulated Colleges Registrar's Office processes and facilitates the enrolment of new students.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Successful takers of the PUP GSEE-EDUC
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Admission Form (1) Original Copy	Applicant / Client
Remarks:	Downloaded from the PUP Website
2. Transcript of Records (1) Original Copy	Applicant / Client
3. PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
4. PSA Certificate of Marriage (1) Original Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
Remarks:	For female married applicants
5. In the absence of NBI Clearance	
Any of the following:	
5.A. NBI Clearance (1) Original Copy	Agency - Division: National Bureau of Investigation - Releasing Section
5.B. Police Clearance (1) Original Copy	Agency - Division: Philippine National Police - Local Police Station
Remarks:	Valid within the last 6 months
5.C. Good Moral Certificate (1) Original Copy	Applicant / Client
Remarks:	For employed applicants
6. Medical Certificate (1) Original Copy	Applicant / Client
Remarks:	Issued within the last 6 months
7. Concept Paper (1) Original Copy	Applicant / Client
Remarks:	Research proposal related to the program: 1 to 2 pages, 1000 words

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to the respective Registrar's Office for submission of original documents and issuance of approval for enrolment Location: Concerned GS Registrar's Office	1. Accept and process the enrollment requirements and credentials of the enrollee and issue approval for enrollment	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
2. Go to the Program Chairperson for submission of concept paper, interview, advising of courses to be taken, and tagging of courses Location: Concerned GS Registrar's Office	2. Check the concept paper, interview, and advise the enrollee of the courses to be taken, and tag courses to be enrolled	None	30 minute/s	• Program Chairperson; Graduate Studies Registrar's Offices
3. Proceed to the Fund Management Office for the payment of fees. Location: Ground Floor, South Wing, PUP Main Building	3. Accept payment and issue official receipt	Formula Fees Breakdown: Tuition Fee	20 minute/s	• Cash Receipts Officer; Fund Management Office
4. Go back to the GS/Vertically Articulated Colleges Registrar's Office for printing and validation of Registration Certificate. Location: Concerned GS Registrar's Office	4. Print and validate the Registration Certificate	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 1 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Formula / Schedule of Fees Tuition Fee 750/unit for the Master's program 1,000/units for the Doctorate program Miscellaneous Fee: P1,750				

4. Processing of Request for Re-Admission

A student returning from a leave of absence may be considered for re-admission. The Graduate School/Vertically Articulated Colleges Registrar's office processes and facilitates the applications for re-admission of students with SIS or non-SIS accounts.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Returning Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for Readmission and Clearance Form (1) Original Copy	Applicant / Client			
Remarks:	https://www.pup.edu.ph/			
2. Pre-registration form (1) Original Copy	Applicant / Client			
Remarks:	https://www.pup.edu.ph/			
3. Official Receipt of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the Application for Readmission/ Clearance Form and proceed to the GS/Vertically Articulated Colleges Registrar's Office for academic evaluation and recommendation Location: Concerned GS Registrar's Office	1. Evaluate and recommend approval of the request	None	20 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices Registrar; Graduate Studies Registrar's Offices
2. Go to the GS Library, Accounting Office, Office of Student Services, and Legal Office for the signing of clearance Location: University Library, NALLRC Building Accounting Office, Ground Floor, South Wing, PUP Main Building Office of Student Services, Charlie Del Rosario Building Legal Office, 3rd Floor, South Wing, PUP Main Building	2. Evaluate and sign the clearance form	None	30 minute/s	<ul style="list-style-type: none"> Librarian; University Library Accounting Officer; Accounting Department Receiving Staff; Office of Student Services Receiving Staff; University Legal Counsel Office
3. Payment of Readmission fee Location: Ground Floor, South Wing, PUP Main Building	3. Accept payment and issue official receipt	Standard Fees Breakdown: Readmission Fee: PHP 200 <hr/> Total: PHP 200	20 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office

4. Go to the Program Chair for evaluation and advice on the courses to be taken Location: Concerned GS Registrar's Office	4. Evaluate, interview and advise enrollee of the courses to be taken	None	15 minute/s	<ul style="list-style-type: none"> • Program Chairperson; Graduate Studies Registrar's Offices
5. Go back to the GS/Vertically Articulated Colleges Registrar's Office for tagging of courses Location: Concerned GS Registrar's Office	5. Tag the courses to be enrolled by the client	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Staff; Graduate Studies Registrar's Offices
6. Go to the Fund Management Office for payment tuition and miscellaneous fees Location: Ground Floor, South Wing, PUP Main Building	6. Accept payment and issue official receipt	Formula Fees Breakdown: Tuition Fee	20 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
7. Proceed to the GS/Vertically Articulated Colleges Registrar's Office for the printing and validation of the Registration Certificate Location: Concerned GS Registrar's Office	7. Print and validate the Registration Certificate	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 2 hour/s, 5 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 200 See other fees below</p>		
<p>Formula / Schedule of Fees</p> <p>Tuition Fee</p> <p>Php 750/unit for Masters plus miscellaneous fees (vary across programs)</p> <p>Php 1,000/unit for Doctorate plus miscellaneous fees (vary across programs)</p>				

5. Processing of Request for Accreditation of Course/s Taken in Other Schools

The Registrar's office processes and facilitates the applications for accreditation of courses taken in other schools/universities. Equivalent graduate work not exceeding 30% of the total units in the PUP curriculum and earned not more than five (5) years prior to graduation from the PUP Master's/Doctoral degree program may be accepted by transfer from a graduate school of recognized standing. An accreditation fee for each credited course will be charged.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for accreditation of subject/s form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office			
2. Transfer credential/Transcript of Records from last school attended (1) Original Copy	Applicant / Client			
3. Course description from college/university last attended (1) Original Copy	Applicant / Client			
Remarks: Course Description of the Subject/s for Accrediation				
4. Official Receipt of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Get the form from the Registrar's Office Location: Concerned GS Registrar's Office	1. Provide the client the accreditation form	None	5 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
2. Submit request to the concerned Program Chairperson for the recommendation and endorsement for accreditation of course taken from another school Location: Concerned GS Registrar's Office	2. Evaluate the request and endorse accreditation of the courses taken from another school	None	10 minute/s	• Program Chairperson; Graduate Studies Registrar's Offices
3. Go to the GS/Vertically Articulated Colleges Dean for the approval of the course/s for accreditation Location: Concerned GS Registrar's Office	3. Approve the course/s for accreditation	None	5 minute/s	• Dean; Graduate Studies Registrar's Offices
4. Go to the Accounting Department, Student Services Section for assessment of fees Location: Ground Floor, South Wing, PUP Main Building	4. Assess the fee of accreditation	None	10 minute/s	• Accounting Officer; Accounting Department

5. Pay the accreditation fee Location: Ground Floor, South Wing, PUP Main Building	5. Accept payment and issue official receipt	Formula Fees Breakdown: Accreditation Fee	20 minute/s	• Cash Receipts Officer; Fund Management Office
6. Present to the GS/Vertically Articulated Colleges Registrar's Office the proof of payment and for submission of the approved accreditation Location: Concerned GS Registrar's Office	6. Accept the approved accreditation	None	10 minute/s	• Receiving Staff Registrar's Offic; Graduate Studies Registrar's Offices • Registrar; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
<p>Formula / Schedule of Fees</p> <p>Accreditation Fee</p> <p>For Master's: P750.00/unit</p> <p>For Doctorate: P1,000.00/unit</p>				

6. Processing of Request for Application for Graduation

The Graduate School/Vertically Articulated Colleges Office processes and facilitates the applications for graduation. The Graduate Studies staff verifies students' documents and evaluates the scholastic records for completion of curriculum requirements and candidacy toward a certain degree.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for Graduation Form (1) Original Copy	Applicant / Client			
Remarks:				
https://www.pup.edu.ph/				
2. Updated Program of Studies (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office			
3. Official Receipt of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download Application Form, and pay the application fee at the Cashier's Office Location: https://www.pup.edu.ph/ Ground Floor, South Wing, PUP Main Building	1. Accept payment and issue official receipt	Standard Fees Breakdown: Application for Graduation: PHP 150 Total: PHP 150	25 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
2. Submit the accomplished Application Form together with the Official Receipt and the updated Program of Studies to the GS/Vertically Articulated Colleges Office Location: Concerned GS Registrar's Office	2. Accept the Application Form Retrieve the student-applicants' record/envelope to be forwarded to the evaluator; Process and evaluate records of applicants for graduation Prepare the tentative list of candidates for graduation	None	5 working day/s	<ul style="list-style-type: none"> • Receiving Staff; Fund Management Office • Registrar ; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 5 working day/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

7. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (INC) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall be lapsed "No Credit (NC) or a failing mark.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Currently Enrolled Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Completion Form (2) Original Copy	Applicant / Client			
Remarks:				
https://www.pup.edu.ph/				
2. Class Record of the Faculty (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office			
3. Notarized Affidavit for the Change of Grades signed by the Professor (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the form and pay the amount for correction of Grade at the Fund Management Office Location: Ground Floor, South Wing, PUP Main Building	1. Accept payment and issue official receipt.	Standard Fees Breakdown: Completion: PHP 30 <hr/> Total: PHP 30	20 minute/s	<ul style="list-style-type: none"> Cash receipts officer; Fund Management Office
2. Submit accomplished Completion Form and required documents to the Professor for the completion of incomplete subject Location: Concerned GS Registrar's Office	2. Accept application and required documents and issue grade	None	2 working day/s	<ul style="list-style-type: none"> Assigned Professor; Graduate Studies Registrar's Offices
3. Proceed to the Program Chairperson and the Dean for the signature and approval Location: Concerned GS Registrar's Office	3. Affix the signature of the Dean once validated the authenticity of the entry	None	10 minute/s	<ul style="list-style-type: none"> Dean; Graduate Studies Registrar's Offices
4. Submit the approved Completion Form Location: Concerned GS Registrar's Office	4. Accept the completion form with required documents Tag the completed grade in the SIS	None	1 working day/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices Registrar; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 3 working day/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee:			

8. Processing of Request for Correction of Name, Civil Status and Date of Birth

A student can apply for correction of her/his name with the option to correct in conformity with the name appeared the Philippine Statistics Authority and or school records for the SIS and Non SIS students

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Currently Enrolled Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application form (1) Original Copy	Applicant / Client			
Remarks:	https://www.pup.edu.ph/			
2. Letter addressed to the GS Dean explaining the circumstances that led to the erroneous entry of data in the school record (1) Original Copy	Applicant / Client			
3. Original Copy of PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - Releasing Section			
Remarks:	For applicants requesting correction of name			
4. Original Copy of PSA Marriage Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - Releasing Section			
Remarks:	For applicants requesting for change of name due to marriage			
5. Parent Affidavit / Affidavit of Discrepancy (1) Original Copy	Applicant / Client			
6. Joint Affidavit of Two Disinterested Person (1) Original Copy	Agency - Division: Philippine Statistics Authority - Civil Registry			
7. Corrected Copy of Transcript of Records (1) Original Copy	Applicant / Client			
8. Official Receipt of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the application form and pay the amount for the correction of name, civil status, and/or date of birth Location: https://www.pup.edu.ph/ Ground Floor, South Wing, PUP Main Building	1. Accept payment and issue official receipt.	Standard Fees Breakdown: Correction of Name: PHP 150 <hr/> Total: PHP 150	20 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office

2. Submit accomplished Application for Correction and required documents to the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office	2. Accept application and required documents and start initial assessment and verification of completeness. If documents are complete, process the application for correction. If not complete, Receiving Staff will advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	10 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
3. Monitor status of request Location: Concerned GS Registrar's Office	3. Process request and issue advisory and updates whenever necessary. Approve and tag the corrected name in the SIS.	None	3 working day/s	• Registrar; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 3 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

9. Processing of Request for Accreditation of Course/s Taken Within PUP

The Registrar's office processes and facilitates the applications for accreditation of courses taken from other colleges within the university. Equivalent graduate work not exceeding 30% of the total units in the PUP curriculum and earned not more than five (5) years prior to graduation from the PUP Master's/Doctoral degree program may be accepted.

Office or Division:	Graduate Studies Registrar's Offices							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement <ul style="list-style-type: none"> 1. Application form for accreditation (1) Original Copy 2. Transfer credential/Transcript of Records from the last school attended (1) Original Copy 								
1. Application form for accreditation (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office								
2. Transfer credential/Transcript of Records from the last school attended (1) Original Copy Applicant / Client								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Get the form from the Registrar's Office Location: Concerned GS Registrar's Office	1. Provide the client the accreditation form	None	5 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices 				
2. Submit request through the concerned Program Chairperson for the recommendation and endorsement for accreditation of course taken within PUP Location: Concerned GS Registrar's Office	2. Evaluate the request and endorse accreditation of the courses taken within PUP	None	15 minute/s	<ul style="list-style-type: none"> Program Chairperson; Graduate Studies Registrar's Offices 				
3. Go to the GS/Vertically Articulated Colleges Dean for the approval of the course/s for accreditation Location: Concerned GS Registrar's Office	3. Approve the course/s for accreditation	None	10 minute/s	<ul style="list-style-type: none"> Dean; Graduate Studies Registrar's Offices 				
4. Submit the approved accreditation form Location: Concerned GS Registrar's Office	4. Accept the approved accreditation	None	5 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices 				
Total Processing Time:	Working Days: 35 minute/s							
Total Processing Fee:	Total Standard Fee: None							

10. Processing of Request for Academic Verification Service

The GS/Vertically Articulated Colleges Registrar's Office processes employer or company verification on the authenticity of the records/credentials submitted by their applicants, through walk-in or on-line, who claimed to have studied or graduated in this university.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Companies, Government agencies			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official Transcript of Records (1) Photo Copy	Applicant / Client			
2. Official Transcript of Records (1) Electronic Copy	Applicant / Client			
Remarks:				
For online verification only				
3. Authorization letter signed by the student/graduate (1) Original Copy	Applicant / Client			
4. Official Receipt of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
5. Authorization letter issued by the company (1) Original Copy	Applicant / Client			
Remarks:				
To pick up the results of the verification with 2 valid IDs				
6. Letter of request with letterhead (1) Original Copy	Applicant / Client			
Remarks:				
For online verification				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request duly signed by the authorized company officer in charge with required documents for verification for Walk-in, or email for on-line verification Location: Concerned GS Registrar's Office	1. Accept request and required documents and start initial assessment and verification of completeness for walk-in. Acknowledge request for online verification. If documents are complete Return the receiving copy of letter of request If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	20 minute/s	<ul style="list-style-type: none"> Registrar; Graduate Studies Registrar's Offices
2. Proceed to the Fund management Office for payment of fees. Location: Ground Floor, PUP Main Building	2. Accept payment of verification	Standard Fees Breakdown: Student Verification: PHP 200 <hr/> Total: PHP 200	20 minute/s	<ul style="list-style-type: none"> Cash Receipts officer; Fund Management Office

3. Follow-up request for any updates. Location: Concerned GS Registrar's Office	3. Process request and issue advisory and update whenever necessary and notify the client when document is ready for release. Verification of submitted credentials Signature of the Registrar.	None	4 working day/s	• Registrar; Graduate Studies Registrar's Offices
4. Pick up the verification results/documents for walk in. Check online the emailed result of verification. Location: Concerned GS Registrar's Office	4. Issue verification results Send thru email the result of verification	None	15 minute/s	• Registrar; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 4 working day/s, 55 minute/s			
Total Processing Fee:	<p>Total Standard Fee: PHP 200</p>			

11. Processing of Request for Certification

The Registrar's office issues certification of grades and other related certifications to students who are requesting for the said documents.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Application for Student Academic Records/Credentials

(1) Original Copy

Applicant / Client

Remarks:

<https://www.pup.edu.ph/>

2. Official Receipt of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3. Claim Stub

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the Application/ Clearance Form, and Go to the GS Library, Accounting Office, Office of Student Services and University Legal Counsel Office for the signing of clearance Location: https://www.pup.edu.ph University Library, NALLRC Building Accounting Office, Ground Floor, South Wing, PUP Main Building Office of Student Services, Charlie Del Rosario Building University Legal Counsel Office, 3/F South Wing, PUP Main Building	1. Verify and sign the clearance form	None	45 minute/s	<ul style="list-style-type: none"> • Librarian; • University Library • Accounting Officer; • Accounting Department • Receiving Staff; • Office of Student Services • Receiving Staff; • University Legal Counsel Office
2. Proceed to the Fund Management Office for the payment of Certification fee Location: Ground Floor, South Wing, PUP Main Building	2. Accept payment and issue official receipt	Standard Fees Breakdown: Certification Fee: PHP 150 Documentary Stamp: PHP 30 <hr/> Total: PHP 180	20 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
3. Present proof of payment to the GS/Vertically Articulated Colleges Registrar's Office Location: Concerned GS Registrar's Office	3. Retrieve applicant's records/ envelope for updating/ posting of grades and encoding of the certification Forward the encoded certification to the GS Registrar for verification and signature Notify client when requested document is ready for release	None	2 working day/s	<ul style="list-style-type: none"> • Receiving Staff; • Graduate Studies Registrar's Offices • Registrar; • Graduate Studies Registrar's Offices
4. Claim the requested certification at the GS/Vertically Articulated Colleges Office Location:	4. Issue the requested Certification	None	5 minute/s	<ul style="list-style-type: none"> • Receiving Staff; • Graduate Studies

Concerned GS Registrar's Office			
Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:	Total Standard Fee: PHP 180		

12. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE))

A graduated or undergraduate student/client can apply for the Certification, Verification, Authentication (CAV/Apostille) in the Registrar's Office of the concerned GS/Vertically Articulated Colleges and submits photocopy of the credentials to be certified and put in a sealed envelope for DFA, CHED or PRC.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students and alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for Student Academic Records/Credentials Form (1) Original Copy	Applicant / Client			
Remarks:				
https://www.pup.edu.ph				
2. Letter request addressed to CHED Regional Director (1) Original Copy	Applicant / Client			
Remarks:				
for CAV-CHED request only				
3. Official receipt of payment for CAV (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
4. Authorization letter (1) Original Copy	Applicant / Client			
Remarks:				
If the claimant is immediate family member				
5. Identification Card				
Government-issued ID with picture and signature				
6. Special Power of Attorney (1) Original Copy	Applicant / Client			
Remarks:				
If the claimant is other than the immediate family				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the Application/ Clearance Form, and go to the University Library, Accounting Office, Office of Student Services and University Legal Counsel Office for the signing of clearance Location: https://www.pup.edu.ph University Library, NALLRC Building Accounting Office, Ground Floor, South Wing, PUP Main Building Office of Student Services, Charlie Del Rosario Building	1. Verify and sign the clearance form	None	45 minute/s	<ul style="list-style-type: none"> • Librarian; University Library • Accounting Officer; Accounting Department • Receiving Staff; Office of Student Services • Receiving Staff; University Legal Counsel Office

University Legal Counsel Office, 3/F South Wing, PUP Main Building				
2. Pay the amount indicated in the payment voucher Location: Ground Floor, South Wing, PUP Main Building	2. Accept payment and issue an official receipt.	Standard Fees Breakdown: DFA CAV (graduate): PHP 920 DFA CAV (undergraduate): PHP 620 CHED CAV (for Graduate w/ SO): PHP 620 CHED (for Graduate w/o SO): PHP 470 CHED (for Undergraduate): PHP 470 Documentary Stamp: PHP 30 Special Certification: PHP 150 <hr/> Total: PHP 3280	20 minute/s	<ul style="list-style-type: none"> Cash receipts officer; Fund Management Office
3. Present proof of payment at the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office	3. Accept application and required documents and start initial assessment and verification of completeness. If documents are complete: Indicate in the claim stub or client's copy of the application form the tentative date of release of requested CAV. Return the proof of payment and clients copy of the application form. If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	15 minute/s	<ul style="list-style-type: none"> Receiving staff; Graduate Studies Registrar's Offices
4. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office Office of the University Registrar, Ground Floor, PUP Main Building	4. Process request and issues advisory and updates whenever necessary - Printing of certification - Checking/Counter checking of certification - Signature of University Registrar - Notify the client when document is ready for release.	None	4 working day/s	<ul style="list-style-type: none"> Registrar; Graduate Studies Registrar's Offices Receiving Staff; Graduate Studies Registrar's Offices Registrar; Office of the University Registrar Receiving Staff; Office of the University Registrar
5. Present client's copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Concerned GS Registrar's Office	5. - verifies the documents presented - issues the requested CAV.	None	15 minute/s	<ul style="list-style-type: none"> Releasing staff; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 4 working day/s, 1 hour/s, 35 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 3280			

13. Processing of Request for Honorable Dismissal and TOR

The Graduate School/Vertically Articulated Colleges Registrar issues an Honorable Dismissal to a student who voluntarily withdraws from the University for the purpose of transferring to another school. Any student applying for an Honorable Dismissal shall be cleared of all accountabilities before the issuance of the certificate.

Office or Division:	Graduate Studies Registrar's Offices							
Category:	External Service							
Classification:	Highly Technical							
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)							
Who may avail:	Students and alumni							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Application for Student Academic Records/Credentials Form (1) Original Copy Remarks: https://www.pup.edu.ph/								
2. Official Receipt of Payment (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Fund Management Office								
3. Certificate of Honorable Dismissal (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Download the General Clearance Form and go to the University Library, University Legal Counsel Office, Accounting, Office of the Student Services and the concerned GS/Vertically Articulated Colleges for the signing of clearance. Location: University Library, NALLRC Building Office of the Student Services, Charlie Del Rosario Building Ground Floor, South Wing, PUP Main Building 3rd Floor, South Wing, PUP Main Building	1. Verify and sign the clearance form	None	35 minute/s	<ul style="list-style-type: none"> • Librarian; University Library • Receiving Staff; Office of Student Services • Accounting Officer; Accounting Department • Receiving Staff; University Legal Counsel Office 				
2. Present the accomplished Clearance Form to the Cashier's Office for payment of HD & TOR fee Location: Ground Floor, South Wing, PUP Main Building	2. Accept payment and issue official receipt	Standard Fees Breakdown: HD Fee: PHP 150 TOR Fee: PHP 250 Documentary Stamp: PHP 30 Documentary Stamp for HD: PHP 30 <hr/> Total: PHP 460	10 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office 				
3. Submit proof of payment, together with the accomplished Clearance Form, to the GS/Vertically Articulated Colleges Registrar's Office for filing of request for HD and TOR Location: Concerned GS Registrar's Office	3. Issue the Certificate of Transfer Credential / Honorable Dismissal to the client wait for the return of the signed HD request from the concerned school/institution Retrieve applicant's records/ envelope for updating/ posting of grades and encoding of scholastic records Process/check the requested TOR Forward the request for TOR to the	None	12 working day/s, 7 hour/s, 40 minute/s	<ul style="list-style-type: none"> • Registrar; Graduate Studies Registrar's Offices • Receiving Staff; Graduate Studies Registrar's Offices • Receiving Staff; Office of the 				

Ground Floor, South Wing, PUP Main Building	Office of the University Registrar for checking and signature of the University Registrar Notify client when requested document is ready for release			University Registrar • University Registrar; Office of the University Registrar
4. Claim the requested Transcript of Records (copy for the school) Location: Concerned GS Registrar's Office	4. Issue the requested TOR to the client	None	5 minute/s	• Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 12 working day/s, 8 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 460			

14. Processing of Request for Course Description

A Course/Subject Description is requested by client to describe the content of the course taken by the student within the curriculum.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. General Clearance

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office

2. Official Receipt of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office

3. Transcript of Records

(1) Photo Copy

Applicant / Client

4. Authorization letter

(1) Original Copy

Applicant / Client

Remarks:

If claimant is immediate family member

5. Identification Card

Government-Issued IDs

Remarks:

If claimant is immediate family member

6. Special Power of Attorney

(1) Original Copy

Applicant / Client

Remarks:

If the claimant is other than the immediate family.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Pay the amount indicated in the payment voucher Location: Ground Floor, South Wing, PUP Main Campus	1. Accept payment and issue an official receipt	Standard Fees Breakdown: Course Description per course: PHP 150 Documentary Stamp: PHP 30 <hr/> Total: PHP 180	10 minute/s	<ul style="list-style-type: none"> Cash receipts officer; Fund Management Office
2. Present proof of payment Location: Concerned GS Registrar's Office	2. Accept application and required documents and start initial assessment and verification of completeness. If documents are complete: Indicate in the client's copy of the application form the tentative date of release of requested course description	None	10 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices
3. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location:	3. Process request and issues advisory and updates whenever necessary Printing of course description Checking/	None	3 working day/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices

Concerned GS Registrar's Office	Counter checking of final output Signature of the Registrar			• Registrar; Graduate Studies Registrar's Offices
4. Present clients copy with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member Location: Concerned GS Registrar's Office	4. verify the documents presented issue the requested course/subject descriptions	None	15 minute/s	• Releasing Staff ; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 3 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 180		

15. Processing of Request for Transcript of Records

The Registrar issues Transcript of Records to non-graduating and graduated students provided that required documents are complied and submitted.

Office or Division:	Graduate Studies Registrar's Offices
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. General Clearance

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office

2. Official Receipt of payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3. Original TOR (w/ remarks: copy for PUP

(1) Original Copy

Applicant / Client

4. Original PSA-copy of Birth Certificate

(1) Original Copy

Applicant / Client

5. ID Picture

(Sample: 2x2 inches)

Applicant / Client

Remarks:

Latest picture

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the Application form, and go to the GS Library, Legal, Accounting, and Office of the Student Services for the signing of clearance Location: University Library, NALLRC Building Ground Floor, South Wing, PUP Main Building 3rd Floor, South Wing, PUP Main Building Charlie Del Rosario building, PUP Main	1. Evaluate and sign the clearance form	None	45 minute/s	<ul style="list-style-type: none"> • Librarian; University Library • Accounting Officer; Fund Management Office • Receiving Staff; University Legal Counsel Office • Receiving Staff; Office of Student Services
2. Present the accomplished Clearance Form to the Cashier's Office for payment of TOR fee Location: Ground Floor, South Wing, PUP Main Building	2. Accept payment and issue official receipt	Standard Fees Breakdown: TOR Fee: PHP 250 Documentary Stamp: PHP 30 <hr/> Total: PHP 280	10 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
3. Go back to the GS/Vertically Articulated Colleges Registrar's Office for filing of the request for TOR Location: Concerned GS Registrar's Office	3. Retrieve applicant's records/ envelope for updating/ posting of grades and encoding of scholastic records Process the requested TOR; Forward the request for TOR to the Office of the University Registrar for counter-checking and signature Notify client when requested document is ready for release	None	12 working day/s, 7 hour/s, 40 minute/s	<ul style="list-style-type: none"> • Receiving Staff; Graduate Studies Registrar's Offices • Registrar; Graduate Studies Registrar's Offices • Receiving Staff; Office of the

				University Registrar • Registrar; Office of the University Registrar
4. Claim the requested TOR at the GS/Vertically Articulated Colleges Registrar Location: Concerned GS Registrar's Office	4. Issue the requested TOR to the client	None	5 minute/s	• Releasing Staff; Graduate Studies Registrar's Offices
Total Processing Time:		Working Days: 12 working day/s, 8 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 280		

16. Processing of Request for Enrollment for Old Student

The Graduate School/Vertically Articulated Colleges Registrar's Office processes and facilitates the enrolment of old students.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Pre-registration form (1) Original Copy 2. Official Receipt of payment (1) Original Copy 				
1. Pre-registration form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office		
2. Official Receipt of payment (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Fund Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the pre-registration form; Go to the Program Chairperson for advising of courses to be taken Location: Concerned GS Office	1. Advise enrollee of the courses to be taken	None	20 minute/s	<ul style="list-style-type: none"> • Program Chairperson; Graduate Studies Registrar's Offices
2. Online registration through the Student Information System (SIS) for tagging of subjects, assessment of fees Location: Concerned GS Office	2. Monitor the enrollment	None	10 minute/s	<ul style="list-style-type: none"> • Program Chairperson; Graduate Studies Registrar's Offices
3. Proceed to the Fund Management Office (Cashier's Office) for payment of fees. Location: Ground Floor, South Wing, PUP Main Building	3. Accept payment and issue official receipt	Possible Fees Breakdown: Tuition fee per unit (Master's program): PHP 750 Tuition fee per unit (Doctorate program): PHP 1000 Miscellaneous Fees (vary across program: PHP 1750)	20 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
4. Go back to the GS/Vertically Articulated Colleges Registrar's Office for printing and validation of Registration Certificate Location: Concerned GS Registrar's Office	4. Print and validate the Registration Certificate	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 1 hour/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Possible Fees Tuition fee per unit (Master's program) : 750 Tuition fee per unit (Doctorate program) : 1000 Miscellaneous Fees (vary across program) : 1750				

17. Processing of Request for Cross Enrollment

Students are allowed to cross enroll if the remaining course/s to be taken is/are not offered in the GS. The Graduate School/Vertically Articulated Colleges Registrar will issue a "permit to cross-enroll" at an accredited school upon the Program Chair's endorsement and the Dean's approval.

Office or Division:	Graduate Studies Registrar's Offices			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request for Permission to Cross-Enroll Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office		
2. Permit to Cross-Enroll (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Graduate Studies Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Download the Application for Cross Enrolment and proceed to the Program Chair for the recommendation on the request and the subjects to be enrolled Location: Concerned GS Office	1. Evaluate and approve the request/application for cross enrollment and advise enrollee of the course/s to be taken	None	30 minute/s	<ul style="list-style-type: none"> Program Chairperson; Graduate Studies Registrar's Offices
2. Proceed to the office of the Dean for the approval of the request, then submit the approved request form to the school for cross-enrollment Location: Concerned GS Office	2. Evaluate and approve the request/application for cross enrolment	None	1 working day/s	<ul style="list-style-type: none"> Dean; Graduate Studies Registrar's Offices
3. Go to the GS/Vertically Articulated Colleges Registrar's Office for the submission of Request for Permission to Cross-Enroll form and issuance of Permit to Cross-Enroll Location: Concerned GS Registrar's Office	3. Issue Permit to Cross-Enroll	None	15 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices Registrar; Graduate Studies Registrar's Offices
4. Proceed to the office of the Dean for the final signature of the permit to cross-enroll, then submit to the Registrar of the school for cross-enrollment Location: Concerned GS Office	4. Sign the permit to cross-enroll	None	1 working day/s	<ul style="list-style-type: none"> Dean; Graduate Studies Registrar's Offices
5. Submission of the Acknowledgment Slip from the accepting school registrar Location: Concerned GS Registrar's Office	5. Accept the acknowledgement receipt from the accepting school registrar	None	5 minute/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 2 working day/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None			

18. Processing of Request for Credentials Service (Diploma)

A diploma is one of the credentials being requested and it is a legal document that certifies the completion by a student of a degree program as certified and signed by the Dean, the Vice President for Academic Affairs and the University President.

Office or Division:	Graduate Studies Registrar's Offices						
Category:	External Service						
Classification:	Highly Technical						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Graduates and alumni						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Affidavit of Loss (1) Original Copy	Applicant / Client						
2. Official Receipt of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office						
3. Authorization letter (1) Original Copy	Applicant / Client						
Remarks: If claimant is immediate family member							
4. Identification Card Government-Issued							
5. Special Power of Attorney (SPA) (1) Original Copy	Applicant / Client						
Remarks: If the claimant is other than the immediate family							
6. Claim Stub (1) Original Copy	Agency - Division: Polytechnic University of the Philipines - Graduate Studies Registrar's Office						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Pay the amount indicated in the payment voucher Location: Ground Floor, South Wing, PUP Main Building	1. Accept payment and issue an official receipt	Standard Fees Breakdown: Diploma Fee: PHP 200 Documentary Stamp: PHP 30 <hr/> Total: PHP 230	10 minute/s	<ul style="list-style-type: none"> Cash receipts officer; Fund Management Office 			
2. Present proof of payment and submit the application at the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office	2. Accept application and required documents and start initial assessment and verification of completeness. If documents are complete: indicate in the client's copy of the tentative date of release of requested Diploma. If not complete, advise the client to comply with the lacking requirements otherwise the application will not be processed.	None	1 working day/s	<ul style="list-style-type: none"> Receiving Staff; Graduate Studies Registrar's Offices 			

3. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office Ground Floor, South Wing, PUP Main Building	3. Process request and issue advisory and updates whenever necessary Printing of diploma Checking/ Counter checking of diploma	None	9 working day/s	<ul style="list-style-type: none"> • Receiving Staff; Graduate Studies Registrar's Offices • Registrar; Graduate Studies Registrar's Offices • Receiving Staff ; Office of the University Registrar • Registrar; Office of the University Registrar
4. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: Concerned GS Office	4. Forward diploma for final signature of the Dean of the concerned GS/Vertically Articulated Colleges	None	1 working day/s	<ul style="list-style-type: none"> • Dean; Graduate Studies Registrar's Offices
5. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: 2nd Floor South Wing, PUP Main Building	5. Forward diploma for final signature of the VPAA	None	3 working day/s	<ul style="list-style-type: none"> • Vice President for Academic Affairs; Office of the Vice President for Academic Affairs
6. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: 2nd Floor South Wing, PUP Main Building	6. Forward diploma for final signature of President	None	3 working day/s	<ul style="list-style-type: none"> • President; Office of the President
7. Check update or advisory from the Registrar's Office of the concerned GS/Vertically Articulated Colleges Location: Concerned GS Registrar's Office	7. Return duly signed diploma to Registrar's Office of the concerned GS/Vertically Articulated Colleges Notify the client when document is ready for release	None	2 working day/s	<ul style="list-style-type: none"> • Receiving Staff ; Graduate Studies Registrar's Offices
8. Present clients claimed stub together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member. Location: Concerned GS Registrar's Office	8. verify the documents presented issue the requested Diploma	None	15 minute/s	<ul style="list-style-type: none"> • Releasing Staff ; Graduate Studies Registrar's Offices
Total Processing Time:	Working Days: 19 working day/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 230			

Human Resource Management Department

1. Processing of Casual Administrative Employees' Appointment

This process provides clear understanding on hiring of Administrative Employees.

Office or Division:	Human Resource Management Department	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Interested Applicants	
Operating Hours:	Others	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement <ul style="list-style-type: none"> 1. University President's approved Letter of Application (1) Original Copy Agency - Division: Office of the President - Office of the President 2. Fully accomplished Personal Data Sheet (1) Original Copy Applicant / Client 3. Official Receipt for Psychological Examination Fee (1) Photo Copy Applicant / Client 		
For Situational Requirement <ul style="list-style-type: none"> A. For Assumption to Duty <ul style="list-style-type: none"> A.1. Approved Special Order (3) Photo Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.2. Oath of Office (3) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.3. Statement of Assets, Liabilities and Networth Form (Optional) (3) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.4. Certificate of Assumption to Duty (3) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.5. Daily Time Record Form (DTR) (3) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.6. Medical Certificate Form (3) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section A.7. Valid NBI Clearance (1) Original Copy And (2) Photo Copy Agency - Division: National Bureau of Investigation - National Bureau of Investigation A.8. GSIS Membership Form (1) Original Copy Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section 		

A.9. PhilHealth Membership Form
(1) Original Copy And (2) Photo Copy

Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion

A.10. Tax Identification Number
(3) Photo Copy

Agency - Division: Bureau of Internal Revenue - Bureau of Internal Revenue

A.11. Landbank Automated Teller Machine Card
(3) Photo Copy

Agency - Division: Landbank of the Philippines - G. Araneta Branch

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Report to Human Resource Management Department Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building Notes/Instruction: <i>Psychological Exam is scheduled every Thursday of the week. Guidance Counseling and Psychological Services (GCPS) releasing of result in 3-5 working days</i>	1.1. Indorse to Guidance Services for psychological examination 1.2. Acknowledge receipt of Psychological Examination Result	Standard Fees Breakdown: Psychological Examination Fee: PHP 1000 <hr/> Total: PHP 1000	20 minute/s 14 working day/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide III; Human Resource Management Department
	1.3. Prepare Special Order for approval of the University President		1 hour/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department
	1.4. Acknowledge receipt of President's approved Special Order		5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide III; Human Resource Management Department
2. Report at HRMD to receive copy of approved Special Order Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	2.1. Prepare and issue memorandum to report at the Human Resource Management 2.2. Issue a copy of President's approved Special Order and orient the appointee on first salary requirements, leave benefits and other University policies	None	15 minute/s 2 hour/s, 20 minute/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department Administrative Officer II; Human Resource Management Department Professor VI; Human Resource Management Department Administrative Officer V; Human Resource

- | | | | | |
|-------------------------------|--|--|--|---|
| | | | | Management Department <ul style="list-style-type: none">• Senior Administrative Staff II; Human Resource Management Department• Associate Professor II; Human Resource Management Department |
| Total Processing Time: | Working Days: 14 working day/s, 4 hour/s | | | |
| Total Processing Fee: | Total Standard Fee:
PHP 1000 | | | |

- Senior Administrative Staff II; Human Resource Management Department
- Associate Professor II; Human Resource Management Department

2. Processing of Appointment of Permanent Administrative Employees and Regular Faculty Members

This process provides clear understanding on faculty and administrative employees promotion.

Office or Division:	Human Resource Management Department			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Situational Requirement				
A. For Processing of Appointment:				
A.1. Fully Accomplished Personal Data Sheet (3) Original Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
A.2. Position Description Form (3) Original Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
A.3. Oath of Office Form (3) Original Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
A.4. Authenticated Copy of Professional Regulation Commission Valid Identification Card (for courses requiring BAR or Board Eligibility) (1) Original Copy And (2) Photo Copy	Agency - Division: Professional Regulation Commission / Supreme Court - Professional Regulation Commission / Supreme Court			
A.5. Authenticated Copy of Civil Service Commission Eligibility (for Administrative Employees) (3) Original Copy	Agency - Division: Civil Service Commission - Civil Service Commission			
A.6. Certification of Performance Evaluation with at least Very Satisfactory Rating (3) Photo Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
A.7. Photocopy of Aligned/Allied Teaching Assignment (for Faculty members) (3) Photo Copy	Agency - Division: College / Campuses (where Faculty concerned is connected) - College / Campuses (where Faculty concerned is connected)			
A.8. Certification of Board Regents Approval (3) Photo Copy	Agency - Division: University Board Secretary / Sectoral Vice President - University Board Secretary / Sectoral Vice President			
B. For Assumption to Duty:				
B.1. Photocopy of Approved Appointment (3) Photo Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
B.2. Certificate of Assumption to Duty Form (3) Original Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
B.3. Daily Time Record Form (3) Original Copy	Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Report to Human Resource Management Department Location: S 305, 3rd Floor, South Wing, Main Building</p>	<p>1. Prepare / Issue a Memorandum for the submission of promotional requirements</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department
<p>2. Submit complete and correct promotional requirements Location: HRMD Front Desk Notes/Instruction: <i>Applicants are taking extended time to provide Authenticated Board or Bar and Civil Service Eligibility and other pertinent documents, which are required within a specific schedule.</i></p>	<p>2.1. Acknowledge the receipt of complete and correct submitted documents</p>	<p>None</p>	<p>30 working day/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department
	<p>2.2. Prepare the appointment for approval of the University President</p>		<p>20 minute/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department
	<p>2.3. Acknowledge receipt of President's approved appointment</p>		<p>1 minute/s</p>	<ul style="list-style-type: none"> • SUC President IV; Human Resource Management Department
	<p>2.4. Prepare and issue a memorandum or notice for assumption to new position</p>		<p>15 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide III; Human Resource Management Department
<p>3. Report to acknowledge receipt of approved appointment Location: HRMD Front Desk Notes/Instruction: <i>Rule VI of CSC Omnibus Rules on Appointments, Revised 2018,</i> Section 17 Section 19 Section 20</p>	<p>3. Issue approved copy of appointment and checklist of requirements for assumption to new position</p>	<p>None</p>	<p>30 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department
<p>4. Submit promotional requirements for assumption to new position Location: HRMD Front Desk Notes/Instruction: <i>Certificate of Assumption to Duty Form is for signature of the Director of HRMD</i></p>	<p>4.1. Acknowledge the receipt of complete and correct submitted documents</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department
	<p>4.2. Prepare and submit indorsement for salary adjustment to Accounting Department</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> • Administrative Officer II; Human Resource Management Department

	4.3. Provide a copy of approved appointment to HRMD Records Section for Personal Record Card Updating		10 minute/s	• Administrative Officer II; Human Resource Management Department
Total Processing Time:	Working Days: 61 working day/s, 1 hour/s, 16 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Processing of Part-Time Faculty Members Appointment

This process provides clear understanding on hiring of Faculty members.

Office or Division:	Human Resource Management Department
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Interested Applicants
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Situational Requirement

A. For Indorsement to take psychological examination

- A.1. Indorsement Letter from College/Branch/Campus to take Psychological Examination**
(1) Original Copy

Agency - Division: College Dean's Office / Campus Directors' Office - College Dean's Office / Campus Directors' Office

- A.2. Fully accomplished Personal Data Sheet**
(3) Original Copy

Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section

- A.3. Photocopy of Official Receipt for Psychological Examination Fee**
(3) Photo Copy

Agency - Division: Fund Management Office - Fund Management Office

B. For Assumption to Duty

- B.1. Photocopy of Approved Part-time Appointment**
(3) Photo Copy

Agency - Division: Human Resource Management Department - Recruitment, Selection and Promotion Services

- B.2. Certificate of Assumption to Duty Form**
(3) Original Copy

Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section

- B.3. Daily Time Record Form (DTR)**
(3) Original Copy

Agency - Division: Human Resource Management Department - Recruitment, Selection, and Promotion Section

- B.4. Photocopy of Approved Teaching Assignment**
(3) Photo Copy

Agency - Division: College/Campus - College/Campus

- B.5. Medical Certificate Form**
(3) Original Copy

Agency - Division: Medical Services Department - Medical Services Department

- B.6. Photocopy of Pag-Ibig (HDMF) Card**
(3) Photo Copy

Agency - Division: Human Resource Management Department - Human Resource Management Department

- B.7. Pag-Ibig Number/Photocopy of ID**
(3) Photo Copy

Agency - Division: Human Resource Management Department - Human Resource Management Department

- B.8. Landbank Automated Teller Machine Card**
(3) Photo Copy

Agency - Division: Landbank of the Philippines (G. Araneta Branch) - Landbank of the Philippines (G. Araneta Branch)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Report to Human Resource Management Department Location: HRMD Front Desk	1.1. Indorse to Guidance Services for psychological examination	Standard Fees Breakdown: Psychological	20 minute/s	• Administrative Officer II; Human Resource

S 305, 3rd Floor, South Wing, Main Building Notes/Instruction: <i>Psychological Exam is scheduled every Thursday of the week. Guidance Counseling and Psychological Services (GCPS) releasing of result is 3-5 working days</i>	1.2. Acknowledge the receipt of the Psychological Examination Result 1.3. Indorse to College / Campus concerned the psychological examination result 1.4. Acknowledge receipt of President's approved application papers 1.5. Process part-time appointment for approval of the President 1.6. Prepare and issue a memorandum or notice to report at the Human Resource Management Department	Examination Fee: PHP 1500 Total: PHP 1500	14 working day/s 5 minute/s 5 minute/s 20 minute/s 10 minute/s	Management Department • Guidance Counselor; Any of requesting office / division • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide III; Human Resource Management Department
2. Submit first salary requirements Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	2.1. Acknowledge the receipt of complete and correct submitted documents	None	30 working day/s	• Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department

Notes/Instruction: <i>Applicants are taking longer than scheduled to complete necessary documentation, including Medical Clearance, Teaching Assignments</i>			Resource Management Department • Administrative Aide III; Human Resource Management Department
	2.2. Prepare and submit indorsement for first salary to Accounting Department	1 working day/s	• Administrative Aide III; Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide III; Human Resource Management Department
	2.3. Provide a copy of the approved appointment to HRMD Records Section for Personal Record Card	5 minute/s	• Administrative Aide III; Human Resource Management Department • Administrative Assistant II; • Administrative Aide III; Human Resource Management Department
Total Processing Time:	Working Days: 45 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:	Total Standard Fee: PHP 1500		

Information and Communications Technology Office

1. Request for Information Systems Support for PUP Applicants and Students (Simple)

Provision of technical support to simple concerns related to Student Information System (SIS), iApply, Smart Interactive Technical Assistant (SINTA). Simple concerns include information system account creation, reset password, login errors, transfer of entrance examination application(iApply), and Smart Interactive Technical Assistant (SINTA) ticket creation assistance.

Office or Division:	Information and Communications Technology Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students, Applicants
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Identification Card

- PUP Identification Card (for PUP Students)
- Identification Card (for PUP applicants)

Remarks:

PUP Identification Card for PUP Students can be acquired from the PUP Office of the Student Services, Charlie Del Rosario Building, 2nd Floor

Sub Requirement

1.A. In the absence of required Identification card, clients may provide:

1.A.1. Any Government issued ID

- Driver's License - Visit the preferred Land Transportation Office Branch closest to the applicant's place
- Passport - Department of Foreign Affairs (DFA) Manila, DFA offices in other cities or at Philippine embassies and consulates.
- SSS ID. Card – Can be secured at any SSS branch
- GSIS ID (UMID Card) – GSIS branch or a GSIS Wireless Activated Processing System (GWAPS) kiosk
- Voter's ID Card or Voter's Certification – Office of the Election Officer (OEO) of the district/city/municipality, where the voter is registered.
- BIR/Taxpayer's I.D. Card - Visit the Revenue District Office (RDO) that oversees your home or place of business. You can find the appropriate RDO by using the BIR website.
- PhilHealth I.D. Card - PhilHealth office or PhilHealth Express outlet
- Company/Office I.D. Card – Secure from your current Office / Company

1.A.2. Registration Certificate

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Registration Certificate can be downloaded from the Student Information System account

2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)

Agency - Division: PUP SINTA Website -
<https://pupsinta.freshservice.com/support/home>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/service request in the PUP Sinta Portal. Upload in the service request the scanned copy/photo of registration card, ID, and screenshot of	1.1. Check the PUP SINTA Portal and open the service request.	None	8 hour/s	• Administrative Aide VI; Operations and Support

<p>error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building</p>			<ul style="list-style-type: none"> Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
<p>1.2. Validate the client's status and identity</p>		30 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
<p>1.3. Assess and process the service request</p>		2 working day/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
<p>1.4. Inform the client on the actions taken by sending a reply in the service request.</p>		1 hour/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
<p>1.5. Mark the request in the SINTA Portal as resolved.</p>		30 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section

				Support Management Section • Information Systems Analyst III; Operations and Support Management Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. The resolved service request is automatically marked as closed after 2 working days. The Survey Link is automatically sent to the client's email to be filled out by clients.	None	1 hour/s	• Information Systems Analyst III / Information Systems Researcher I / Administrative Aide VI; Operations and Support Management Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Information Systems Support for PUP Applicants and Students (Complex)

Provision of technical support to complex concerns related to Student Information System (SIS), iApply, Smart Interactive Technical Assistant (SINTA). Complex concerns include technical errors or problems encountered in using and accessing the information systems related to entrance examination application(iApply), registration and enrollment(SIS), and Smart Interactive Technical Assistant (SINTA) access concerns.

Office or Division:	Information and Communications Technology Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students, Applicants
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Identification Card

- PUP Identification Card (for PUP Students)
- Identification Card (for PUP applicants)

Remarks:

PUP Identification Card for PUP Students can be acquired from the PUP Office of the Student Services, Charlie Del Rosario Building, 2nd Floor

Sub Requirement

1.A. In the absence of required Identification card, clients may provide:

1.A.1. Any Government Issued ID

- Driver's License - Visit the preferred Land Transportation Office Branch closest to the applicant's place
- Passport - Department of Foreign Affairs (DFA) Manila, DFA offices in other cities or at Philippine embassies and consulates.
- SSS ID. Card – To be secured at any SSS branch
- GSIS ID (UMID Card) – GSIS branch or a GSIS Wireless Activated Processing System (GWAPS) kiosk
- Voter's ID Card or Voter's Certification – Office of the Election Officer (OEO) of the district/city/municipality, where the voter is registered.
- BIR/Taxpayer's I.D. Card - Visit the Revenue District Office (RDO) that oversees your home or place of business. You can find the appropriate RDO by using the BIR website.
- PhilHealth I.D. Card - PhilHealth office or PhilHealth Express outlet
- Company/Office I.D. Card – Secure from your current Office / Company

1.A.2. Registration Certificate

(1) Original Copy Or (1) Electronic Copy

Agency - Division: PUP Student Information System (SIS) - <https://sis1.pup.edu.ph/student/>

2. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) - <https://pupsinta.freshservice.com/support/home>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/service request in the PUP Sinta Portal. Upload in the service request the scanned copy/photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, 2nd Floor, NALLRC	1.1. Check the PUP SINTA Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section

				• Information Systems Analyst III; Operations and Support Management Section
	1.2. Validate the client's status and identity		30 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher III; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.3. Assess the service request that needs escalation to 2nd Level Support		2 working day/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher III; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.4. Level 2 Support Process and Resolve the request.		4 working day/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
	1.6. Mark the request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. The resolved service request is automatically marked as closed after 2 working days. The Survey Link is automatically sent to the client's email to be filled out by clients	None	1 hour/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Webmail Technical Support for PUP Students (Simple)

Provision of technical support on PUP Webmail simple concerns for PUP Students. Simple concerns include account creation, reset password and correction of details.

Office or Division:	Information and Communications Technology Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Currently enrolled PUP students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Current Semester Registration Certificate

(1) Original Copy Or (1) Electronic Copy

Agency - Division: PUP Student Information System (SIS) -

<https://sis1.pup.edu.ph/student/>

Remarks:

Registration Certificate can be downloaded from the Student's PUP Student Information System (SIS) Account

2. PUP Identification Card

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services

3. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Website -

<https://pupsinta.freshservice.com/support/home>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Upload in the service request the scanned copy / photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.2. Validate the client's enrollment status and identity		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section

	1.3. Assess and process the service request		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled-out by clients.	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

4. Request for IT Procurement Technical Support for Suppliers (Simple)

Provision of response to simple inquiries from ICT Vendors, Suppliers, Solution Providers related to procurement of common ICT Equipment, Semi-Expendable ICT Equipment, ICT Supplies, ICT Software, and ICT Software Subscription.

Office or Division:	Information and Communications Technology Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	ICT Vendors, Suppliers, Solution Providers			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official Request Letter (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office			
Remarks:				
Official request letter (walk-in, email, or duly signed letter)				
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)	Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) - (https://pupsinta.freshservice.com/support/home)			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/service request in the PUP Sinta Portal. Location: 2nd Floor, NALLRC	1.1. Check the PUP SINTA Portal and open the service request.	None	8 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.3. Respond to inquiries. Schedule coordination meeting (if needed).		2 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section

2. Validate action made by agent Location: 2nd Floor, NALLRC	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III;
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

5. Request for PUP Webmail Technical Support for PUP Students (Complex)

Provision of technical support to PUP Webmail complex concerns for students. Complex concerns include webmail account issue, license concerns and activation, and webmail security-related issues.

Office or Division:	Information and Communications Technology Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Currently enrolled PUP student
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Current Semester Registration Certificate (1) Original Copy Or (1) Electronic Copy	Agency - Division: PUP Student Information system (SIS) - https://sis1.pup.edu.ph/student/
Remarks: Registration Certificate can be downloaded from the PUP Student Information System (SIS) Account	
2. Identification Card (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Student Services
3. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)	Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Website - (https://pupsinta.freshservice.com/support/home)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Upload in the service request the scanned copy / photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, 2nd Floor, NALLRC	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher I; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.2. Validate the client's enrollment status and identity		30 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher I; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section

	1.3. Assess the service request that needs escalation to 2nd Level Support.		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.4. Level 2 Support process and resolve the request.		4 working day/s	<ul style="list-style-type: none"> • Information Systems Researcher III; Network and Systems Administration Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> • Information Systems Researcher III; Network and Systems Administration Section
	1.6. Mark the service request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> • Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	<ul style="list-style-type: none"> • Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

Institute for Continuing Professional Development

1. Offering of Customized Training Programs without Memorandum of Understanding

The customized training programs are available for Clients in need of professional development including certificate programs, short courses, seminar workshops, training programs with CPD credit units, and other training solutions that are designed based on the request, needs, and job requirements.

Office or Division:	Institute for Continuing Professional Development
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local and Foreign Trainees (Graduates and Professionals)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Training Request Letter

(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Submit a letter or call inquiring on the training services being offered by the institute through e-mail. Meeting (face-to-face or online) may also be entertained for initial discussions on possible training offerings.

2. List of Trainees

Any of the following:

2.A. Confirmation Letter with list/profile of trainees

(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

2.B. Registration Form

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

Remarks:

Participants will register through the provided Google Form Link or QR Code

3. Training Fee

Any of the following:

3.A. Official Receipt

(1) Photo Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3.B. Bank Transfer

(1) Electronic Copy

Applicant / Client

3.C. Bank Deposit Slip

(1) Photo Copy Or (1) Electronic Copy

Agency - Division: Landbank of the Philippines - Any Branch

3.D. Validated LDDAP-ADA

(1) Photo Copy Or (1) Electronic Copy

Applicant / Client

For Situational Requirement

A. Memorandum of Understanding with the Agency

A.1. Memorandum of Understanding

(6) Original Copy

Agency - Division: Polytechnic University of the Philippines - Institute for Continuing Professional Development

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Understanding (MOU).

A.2. Memorandum of Agreement

(6) Original Copy

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Agreement (MOA).

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

Sub Situational Requirement/s
A.a. If there's an existing Memorandum of Understanding with the Agency
A.a.1. Memorandum of Agreement

(6) Original Copy

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Agreement (MOA).

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1.Inquiry on the Training Services				
Request Letter via email or call 1.A.The client will send an email or call to inquire about the training services offered by the ICPD Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph 5335-1787 or 5335-1777 loc. 274	<p>1.A.1. The email will be acknowledged and will be submitted to the ICPD Director</p> <p>1.A.2. Schedule an exploratory meeting with the client</p>	None	<p>3 minute/s</p> <p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotion Chief; Institute for Continuing Professional Development <ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotion Section Chief; Institute for Continuing Professional Development
Walk-in Clients 1.B.The client will visit the ICPD Office Location: Institute for Continuing Professional Development - 4th NALLRC bldg. PUP Main Campus Sta. Mesa, Manila	1.B. The office will answer the inquiry of the client/s	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotion Chief; Institute for Continuing Professional Development • Director; Institute for Continuing

				Professional Development
2. Approval and Signing of Memorandum of Understanding Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila Notes/Instruction: <i>Once the content of Memorandum of Understanding is approved by the client.</i>	2.1. Draft the Memorandum of Understanding (MOU)	None	5 working day/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development
	2.2. Client/s and Legal Office review and approve the Memorandum of Understanding		5 working day/s	<ul style="list-style-type: none"> • Legal Officer; University Legal Counsel Office
	2.3. Signing of the Memorandum of Understanding		3 working day/s	<ul style="list-style-type: none"> • Director; Institute for Continuing Professional Development
3. Approval of the Designed Training Program Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa, Manila	3.1. Draft the Training Program	None	3 working day/s	<ul style="list-style-type: none"> • Training Chief; Institute for Continuing Professional Development • Marketing and Promotions Section Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
	3.2. Review and Approval of the client		3 working day/s	<ul style="list-style-type: none"> • Training Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
	3.3. Submission of the training program to the Vice President for Academic Affairs, Finance Committee, Executive Committee, and Board of Regents for approval		7 working day/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
4. Submission of List / Profile of Participants Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph Notes/Instruction: <i>The client can submit the list / profile of participants thru email</i>	4.1. Acknowledge the list / profile of participants	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development
	4.2. Prepare the billing statement		5 working day/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development

				• Administrative Assistant; Accounting Department
5. Pay the Training Fee Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa Manila icpd@pup.edu.ph Fund Management Office - 1st Floor South Wing PUP Main Campus Sta. Mesa Manila Notes/Instruction: <i>Online payment is available through the following details:</i> <i>Bank: Landbank of the Philippines</i> <i>Account Name: PUP TRUST RECEIPTS</i> <i>Account Number: 0682-1020-47</i>	5.1. Receive the Proof of Payment	Formula Fees Breakdown: Registration Fee	15 minute/s	• Administrative Aide; Institute for Continuing Professional Development
	5.2. Request Order of Payment		1 hour/s	• Administrative Aide; Institute for Continuing Professional Development • Administrative Assistant; Accounting Department
	5.3. Issuance of Official Receipt		1 hour/s	• Administrative Aide; Institute for Continuing Professional Development • Administrative Assistant; Fund Management Office
6. Attend the Training Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa Manila Notes/Instruction: <i>Certificate of Participation or Certificate of Completion will be given to the participants once they completed the sessions and submitted the necessary requirements.</i>	6. Distribution of Certificates	None	1 hour/s	• Training Chief; Institute for Continuing Professional Development • Marketing and Promotions Chief; Institute for Continuing Professional Development • Administrative Aide; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
Total Processing Time:				
*For Request Letter via email or call	Working Days: 31 working day/s, 3 hour/s, 38 minute/s			
*For Walk-in Clients	Working Days: 31 working day/s, 3 hour/s, 45 minute/s			
Total Processing Fee:				
*For Request Letter via email or call	Total Standard Fee: None See other fees below			
*For Walk-in Clients	Total Standard Fee: None See other fees below			

Formula / Schedule of Fees

Registration Fee

Training Type	Per Unit		Miscellaneous	
	Local	Foreign	Local	Foreign
Regular Certificate Course	₱ 600.00	\$ 15.00	₱ 1,925.00	\$ 40.00

Customized Certificate Course	₱ 1,600.00	\$ 35.00	₱ 3,750.00	\$ 80.00
Procurement Certificate Course	₱ 10,000.00	\$ 200.00		

2. Offering of Customized Training Programs with Memorandum of Understanding

The customized training programs are available for Clients in need of professional development including certificate programs, short courses, seminar workshops, training programs with CPD credit units, and other training solutions that are designed based on the request, needs, and job requirements.

Office or Division:	Institute for Continuing Professional Development
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Local and Foreign Trainees (Graduates and Professionals)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Training Request Letter

(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Submit a letter or call inquiring about the training services offered by ICPD.
Meeting (face-to-face or online) may also be entertained for initial discussions on possible training offerings.

2. List of Trainees

Any of the following:

2.A. Confirmation Letter with list/profile of trainees

(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

2.B. Registration Form

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

Remarks:

Participants will register through the provided Google Form Link or QR Code

3. Training Fee

Any of the following:

3.A. Official Receipt

(1) Photo Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3.B. Bank Transfer

(1) Electronic Copy

Applicant / Client

3.C. Bank Deposit Slip

(1) Photo Copy Or (1) Electronic Copy

Agency - Division: Landbank of the Philippines - Any Branch

3.D. Validated LDDAP-ADA

(1) Photo Copy Or (1) Electronic Copy

Applicant / Client

For Situational Requirement

A. Memorandum of Understanding with the Agency

A.1. Memorandum of Understanding

(6) Original Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Understanding (MOU).

A.2. Memorandum of Agreement

(6) Original Copy

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Agreement (MOA).

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

Sub Situational Requirement/s**A.a. If there's an existing Memorandum of Understanding with the Agency****A.a.1. Memorandum of Agreement**

(6) Original Copy

Remarks:

For agency and University Legal Office review and approval. The agency can also provide the draft of Memorandum of Agreement (MOA).

Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1.Inquiry on the Training Services				
Request Letter via email or call 1.A.The client will send an email or call inquiring about the training services offered by the ICPD Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph 5335-1787 or 5335-1777 loc. 274	1.A.1. The email will be acknowledged and will be forwarded to the ICPD Director 1.A.2. Schedule an exploratory meeting with the client	None	3 minute/s 5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotions Chief; Institute for Continuing Professional Development <ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotion Section Chief; Institute for Continuing Professional Development

<p>Walk-in Clients 1.B.The client visits the ICPD Office Location: Institute for Continuin Professional Development - 4th NALLRC bldg. PUP Main Campus Sta. Mesa, Manila</p>	<p>1.B. The office will answer the inquiry of the client/s</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Marketing and Promotion Section Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
<p>2. Approval and Signing of Memorandum of Understanding Location: Institute for Continuing Professional Development - 4th floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph</p>	<p>2.1. Draft the Memorandum of Understanding (MOU)</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> • Administrative Alde; Institute for Continuing Professional Development
	<p>2.2. Review and Approval of Memorandum of Understanding</p>		<p>4 working day/s</p>	<ul style="list-style-type: none"> • Legal Officer; University Legal Counsel Office • Client; Agency Client
	<p>2.3. Signing of Memorandum of Understanding</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> • Director; Institute for Continuing Professional Development • Client; Agency Client
<p>3. Approval and Signing of Memorandum of Agreement Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila Notes/Instruction: <i>Once the content of Memorandum of Agreement is approved by the client.</i></p>	<p>3.1. Draft the Memorandum of Agreement (MOA)</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • Administrative Aide; Institute for Continuing Professional Development
	<p>3.2. Review and approval of the Memorandum of Agreement by the client and Legal Office</p>		<p>5 working day/s</p>	<ul style="list-style-type: none"> • Legal Officer; University Legal Counsel Office
	<p>3.3. Signing of Memorandum of Agreement</p>		<p>3 working day/s</p>	<ul style="list-style-type: none"> • Director; Institute for Continuing Professional Development
<p>4. Approval of the Designed Training Program Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa, Manila</p>	<p>4.1. Draft the Training Program</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> • Training Chief; Institute for Continuing Professional Development • Marketing and Promotions Section Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
	<p>4.2. Review and Approval of the client</p>		<p>3 working day/s</p>	<ul style="list-style-type: none"> • Training Chief; Institute for Continuing

				Professional Development • Director; Institute for Continuing Professional Development
	4.3. Submission of the training program to the Vice President for Academic Affairs, Finance Committee, Executive Committee, and Board of Regents for approval		7 working day/s	• Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Director; Institute for Continuing Professional Development
5. Submission of List / Profile of Participants Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph Notes/Instruction: <i>The client can submit the list / profile of participants thru email</i>	5.1. Acknowledge the list / profile of participants 5.2. Prepare the billing statement	None	15 minute/s 5 working day/s	• Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Administrative Aide; Institute for Continuing Professional Development • Administrative Assistant; Accounting Department
6. Pay the Training Fee Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa Manila icpd@pup.edu.ph Fund Management Office - 1st Floor South Wing PUP Main Campus Sta. Mesa Manila Notes/Instruction: <i>Online payment is available through the following details:</i> <i>Bank: Landbank of the Philippines</i> <i>Account Name: PUP TRUST RECEIPTS</i> <i>Account Number: 0682-1020-47</i>	6.1. Receive the Proof of Payment 6.2. Request Order of Payment 6.3. Issuance of Official Receipt	Formula Fees Breakdown: Registration Fee	15 minute/s 1 hour/s 1 hour/s	• Administrative Aide; Institute for Continuing Professional Development • Administrative Aide; Institute for Continuing Professional Development • Administrative Assistant; Accounting Department • Administrative Aide; Institute for Continuing Professional Development • Administrative Assistant; Fund Management Office
7. Attend the Training Location: Institute for Continuing Professional Development - 4th Floor NALLRC Bldg. PUP Main Campus Sta. Mesa Manila Notes/Instruction: <i>Certificate of Participation or Certificate of Completion will be given to the</i>	7. Distribution of Certificates	None	1 hour/s	• Training Chief; Institute for Continuing Professional Development • Marketing and Promotions Chief; Institute for Continuing

participants once they completed the sessions and submitted the necessary requirements.

- Professional Development
- Administrative Aide; Institute for Continuing Professional Development
- Director; Institute for Continuing Professional Development

Total Processing Time:

*For Request Letter via email or call Working Days: 38 working day/s, 4 hour/s, 38 minute/s

*For Walk-in Clients Working Days: 38 working day/s, 4 hour/s, 45 minute/s

Total Processing Fee:

*For Request Letter via email or call Total Standard Fee: None
See other fees below

*For Walk-in Clients Total Standard Fee: None
See other fees below

Formula / Schedule of Fees**Registration Fee**

Training Type	Per Unit		Miscellaneous	
	Local	Foreign	Local	Foreign
Regular Certificate Course	₱ 600.00	\$ 15.00	₱ 1,925.00	\$ 40.00
Customized Certificate Course	₱ 1,600.00	\$ 35.00	₱ 3,750.00	\$ 80.00
Procurement Certificate Course	₱ 10,000.00	\$ 200.00		

3. Processing of Enrollment to Training Programs

ICPD also offers a range of professional development opportunities for Clients, including certificate programs, short courses, seminars, workshops, CPD-accredited training, and other training solutions. The client may choose from the existing training programs that are being offered by the Institute.

Office or Division:	Institute for Continuing Professional Development
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Local and Foreign Trainees (Graduate)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Registration Form (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development
2. Proof of Payment Any of the following:	
2.A. Official Receipt (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
2.B. Bank Deposit Slip (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
2.C. Bank Fund Transfer (1) Electronic Copy	Applicant / Client
2.D. LDDAP-ADA (1) Photo Copy Or (1) Electronic Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Registration Form Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph Notes/Instruction: <i>The registration will be in Google Form</i>	1.1. Accept the Registration Form	None	15 minute/s	• Administrative Aide; Institute for Continuing Professional Development
	1.2. Encode the participant's profile in the matrix		15 minute/s	• Administrative Aide; Institute for Continuing Professional Development
	1.3. Send a confirmation to the participants		15 minute/s	• Administrative Aide; Institute for Continuing Professional Development
2. Pay the Registration Fee Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph	2.1. Send Confirmation to the participant	Formula Fees Breakdown: Registration Fee	15 minute/s	• Administrative Aide; Institute for Continuing Professional Development
	2.2. Request Order of Payment to the Accounting Office		1 hour/s	• Administrative Aide; Institute for

				Continuing Professional Development • Accounting Officer; Accounting Department			
	2.3. Issuance of Official Receipt		1 hour/s	• Administrative Aide; Institute for Continuing Professional Development • Cashier Officer; Fund Management Office			
3. Attend the Training Session Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph	3. Provide Certificate of Participation or Certificate of Completion to the Participants	None	1 hour/s	• Director; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development • Administrative Aide; Institute for Continuing Professional Development			
Total Processing Time:		Working Days: 4 hour/s					
Total Processing Fee:		Total Standard Fee: None See other fees below					
Formula / Schedule of Fees							
Registration Fee							
Training Type	Per Unit		Miscellaneous				
	Local	Foreign	Local	Foreign			
Regular Certificate Course	₱ 600.00	\$ 15.00	₱ 1,925.00	\$ 40.00			
Customized Certificate Course	₱ 1,600.00	\$ 35.00	₱ 3,750.00	\$ 80.00			
Procurement Certificate Course	₱ 10,000.00	\$ 200.00					

4. Offering of English Proficiency Program to Foreign Students without English Proficiency Level Certificate (Graduate and Undergraduate Level)

The English Proficiency Program is offered to foreign students who are planning to take an undergraduate or graduate program in the university. Prior to their admission, the foreign students should start attending the English Proficiency sessions unless they have an IELTS score of 5.5 that will exempt them from enrolling at the program.

Office or Division:	Institute for Continuing Professional Development
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Foreign Trainees (Undergraduate and Graduate Levels)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Endorsement Form (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the International Affairs
2. Official Receipt for English Placement Test (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
3. English Placement Test Result (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Institute of Continuing Professional Development
4. Official Receipt for Level-Based Test (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Endorsement Form from the Office of International Affairs Location: Institute of Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph	1. Receive the endorsement form	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide; Institute for Continuing Professional Development Training Section Chief; Institute for Continuing Professional Development
2. Pay the English Placement Test Location: Fund Management Office - South Wing G/F PUP Main Campus Sta. Mesa, Manila Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila Notes/Instruction: <i>Please submit the photocopy of official receipt to ICPD</i>	2.1. Issue the Order of Payment 2.2. Issue the Official Receipt	Standard Fees Breakdown: English Placement Test Fee: USD 25 Total: USD 25	1 hour/s 1 hour/s	<ul style="list-style-type: none"> Accounting Officer; Accounting Department Cashier Officer; Fund Management Office
	2.3. Receive the Copy of Official Receipt		20 minute/s	<ul style="list-style-type: none"> Administrative Aide; Institute for Continuing Professional Development Training Section Chief; Institute for Continuing Professional Development

	2.4. Schedule the English Placement Test		1 working day/s	• Training Chief; Institute for Continuing Professional Development			
3. Take the English Placement Test Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila	3.1. Notify the client of their result	None	3 working day/s	• Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development			
	3.2. Submit a copy of the result to the Office of International Affairs		1 hour/s	• Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development			
4. Pay the Level-Based Test Location: Fund Management Office - South Wing G/F PUP Main Campus Sta. Mesa Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Man Campus Sta. Mesa, Manila icpd@pup.edu.ph Notes/Instruction: <i>Please submit a photocopy of your official receipt to ICPD</i>	4.1. Issue the Order of Payment	Formula Fees Breakdown: Level-Based Fees	1 hour/s	• Accounting Officer; Accounting Department			
	4.2. Issue the Official Receipt		1 hour/s	• Cashier Officer; Fund Management Office			
	4.3. Receive the Copy of Official Receipt		15 minute/s	• Administrative Aide; Institute for Continuing Professional Development • Training Chief; Institute for Continuing Professional Development			
Total Processing Time:		Working Days: 4 working day/s, 5 hour/s, 50 minute/s					
Total Processing Fee:		Total Standard Fee: USD 25 See other fees below					
Formula / Schedule of Fees							
Level-Based Fees							
Level	Amount	No. of Hours					
Basic	\$ 1,000.00	200					
Intermediate	\$ 750.00	150					
Advanced	\$ 500.00	100					

5. Offering of English Proficiency Program to Foreign Students with English Proficiency Placement Certificate (Undergraduate and Graduate Levels)

The English Proficiency Program is offered to foreign students who are planning to take an undergraduate or graduate program in the university. Prior to their admission, the foreign students should start attending the English Proficiency sessions unless they have an IELTS score of 5.5 that will exempt them from enrolling at the program.

Office or Division:	Institute for Continuing Professional Development				
Category:	External Service				
Classification:	Complex				
Type of Transaction:	G2B (Government to Business)				
Who may avail:	Foreign Trainees (Graduate and Undergraduate Level)				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Endorsement Form (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the International Affairs				
2. English Proficiency Placement Certificate (1) Photo Copy Or (1) Electronic Copy	Applicant / Client				
3. Official Receipt for Level-Based Test (1) Photo Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit the Endorsement Form from the Office of International Affairs Location: Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph	1. Receive the endorsement form	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide; Institute for Continuing Professional Development Training Chief; Institute for Continuing Professional Development 	
2. Pay the Level-Based Test Location: Fund Management Office - South Wing G/F PUP Main Campus Sta. Mesa Institute for Continuing Professional Development - 4th Floor NALLRC bldg. PUP Main Campus Sta. Mesa, Manila icpd@pup.edu.ph	2.1. Issue the Order of Payment	Formula Fees Breakdown: Level-Based Fees	1 hour/s	<ul style="list-style-type: none"> Accounting Officer; Accounting Department 	
Notes/Instruction: <i>Please submit a photocopy of your official receipt to ICPD</i>	2.2. Issue the Official Receipt		1 hour/s	<ul style="list-style-type: none"> Cashier Officer; Fund Management Office 	
	2.3. Receive the Copy of Official Receipt		15 minute/s	<ul style="list-style-type: none"> Administrative Aide; Institute for Continuing Professional Development Training Chief; Institute for Continuing Professional Development 	
Total Processing Time:	Working Days: 2 hour/s, 30 minute/s				
Total Processing Fee:	Total Standard Fee: None See other fees below				
Formula / Schedule of Fees					

Level-Based Fees

Level	Amount	No. of Hours
Basic	\$ 1,000.00	200
Intermediate	\$ 750.00	150
Advanced	\$ 500.00	100

Institute for Data and Statistical Analysis

1. Request for a Statistical Adviser

The Institute for Data and Statistical Analysis (IDSA) offers statistical consulting services to students who are doing their master's thesis or doctoral dissertation. IDSA will assign the requesting student to a statistical adviser from the accredited Pool of Statisticians for appropriate guidance/advises on data analysis and interpretation of results.

Office or Division:	Institute for Data and Statistical Analysis
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students (For PUP Graduate Programs Only)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Fully accomplished Statistical Services Endorsement (Graduate School) form signed by the Thesis/Dissertation Adviser and Chairperson/Dean (1) Electronic Copy Or (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis
Remarks: Where to Secure the form: Visit PUP website, www.pup.edu.ph/downloads/students	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit fully accomplished Statistical Services Endorsement (Graduate School) form Location: Submit via: 1. PUP SINTA https://pupSINTA.freshservice.com/support/home ; or 2. IDSA webmail idsa@pup.edu.ph ; or 3. On-site at IDSA Office (Room S610, 6 th Floor South Wing, PUP A. Mabini Campus)	1.1. If online, acknowledge email request or send feedback if the form is incompletely filled-out. If on-site, receive the fully accomplished endorsement form.	None	2 hour/s	• Statistician Aide; Institute for Data and Statistical Analysis
	1.2. Prepare a short list of recommended statistical advisers from the accredited Pool of Statisticians		4 hour/s	• Chief, Center for Statistical Training; Institute for Data and Statistical Analysis
	1.3. Assign a Statistical Adviser from the short list prepared by the Chief of Center for Statistical Studies		4 hour/s	• IDSA Director; Institute for Data and Statistical Analysis
	1.4. Contact the assigned statistical adviser for acceptance of the statistical advising task and for his/her confirmation.		1 working day/s	• Chief, Center for Statistical Training; Institute for Data and Statistical Analysis
2. Receive email confirmation and instructions from IDSA personnel regarding the Statistical Advising and Consulting (SAC) Services. Location: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis	2. Contact the client via email or via PUP SINTA for the confirmation and instructions.	None	1 hour/s	• Statistician Aide; Institute for Data and Statistical Analysis
Total Processing Time:		Working Days: 2 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for the IDSA Certification of Statistical Services Rendered

The Institute for Data and Statistical Analysis (IDSA) issues a certification of statistical consulting services rendered by a member of the Pool of Statisticians.

Office or Division:	Institute for Data and Statistical Analysis
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students (For PUP Graduate Programs Only)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Accomplished statistician's client feedback survey form

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis

Remarks:

Where to secure the form: Statistician's client feedback survey form link:

[Statistician's Client Feedback](#)

2. Certification for passing the Final Defense

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Graduate School

Remarks:

Where to Secure the Certificate: Office of the Graduate School where the student is currently enrolled

3. Copy of Official Receipt for Statistical Consultation Fee

(1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office/Cashier's Office

Remarks:

Payment thru the Cashier's Office/Fund Management Office (South Wing, Ground Floor PUP A. Mabini Campus)

Statistical Consultation Fee (20% tax inclusive):

- Php7,500.00 (Masteral)
- Php9,375.00 (Doctoral)

4. Soft Copy of Approved Chapter 4

(1) Electronic Copy

Applicant / Client

Remarks:

Students' final approved manuscript

5. Details for IDSA certification of statistical services rendered

(1) Original Copy

Applicant / Client

Remarks:

Details need for IDSA certification of statistical services rendered:

- a. Client's full name
- b. Course/Program
- c. Full name of thesis/dissertation adviser
- d. Full name of assigned statistical adviser
- e. Final approved thesis/dissertation title

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements Location:	1.1. If online, acknowledge email request or send feedback if requirements is incomplete/ If on-	None	4 hour/s	<ul style="list-style-type: none"> • Statistician Aide; Institute for Data

Submit via 1. PUP SINTA https://pupSINTA.freshservice.com/support/home ; or, 2. IDSA webmail idsa@pup.edu.ph ; or, 3. on-site at IDSA Office (Room S610, 6 th Floor South Wing, PUP A. Mabini Campus)	site, receive the complete requirements. Validate the completion of the request and print the IDSA certification and endorse to the Chief of Center for Statistical Training for verification. 1.2. Verify the details reflected in the IDSA certification and endorse to IDSA Director for signature. 1.3. Sign the IDSA certification			and Statistical Analysis
		3 hour/s		• Chief, Center for Statistical Training; Institute for Data and Statistical Analysis
		1 hour/s		• IDSA Director; Institute for Data and Statistical Analysis
Total Processing Time:		Working Days: 1 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program

1. Processing of Applicant's Portfolio for Assessment

Student applicants submit their portfolios for evaluation by a diverse group of internal and external assessors. These assessors meticulously examine the evidence provided by the applicants to determine and award appropriate credits for all learning experiences, encompassing formal education, informal training, and non-formal learning acquired through various avenues. The Chief of Academic Assessment, an independent body, collaborates with the Institute Director to consolidate and finalize the awarded credits for each subject. Subsequently, the applicant receives the final assessment report and engages in a discussion with relevant personnel to review the results and formulate a suitable academic plan.

Office or Division:	Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Student-Applicants
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. LETTER OF INTENT

(1) Original Copy

Applicant / Client

Remarks:

Letter of Intent - contains applicant's brief background on their work experiences and other accomplishments. It can also highlight the previous educational background of the applicant. The letter should be signed by the applicant.

It should be addressed to:

Dr. Manuel M. Muhi

University President

Thru: Dr. Emanuel C. De Guzman

Vice President for Academic Affairs

Assoc. Prof. Jonathan U. Florida

Director, INE

2. THREE RECOMMENDATION LETTERS

(1) Original Copy

Applicant / Client

Remarks:

Three recommendation letters should be written by the applicant's manager, former supervisor, or mentor. These letters should detail the applicant's skills, qualifications, and experience, and be signed by the applicant.

It should be addressed to:

Dr. Manuel M. Muhi

University President

Thru: Dr. Emanuel C. De Guzman

Vice President for Academic Affairs

Assoc. Prof. Jonathan U. Florida

Director - INE

3. COMPREHENSIVE CURRICULUM VITAE

(1) Original Copy

Applicant / Client

Remarks:

Comprehensive Curriculum Vitae should contain applicant's education, work experience with detailed narrative of their duties function and responsibilities. The Comprehensive Curriculum Vitae should be signed by the applicants.

4. ACADEMIC RECORDS

(1) Original Copy

Applicant / Client

Remarks:

Academic Records are:

- Transcript of Records (for those people who were able to go to college)
- Form 137 (for those people who were not able to go to college)
- ALS Certification (this stands for Alternative Learning System Certificate that refers to individuals who have successfully completed the ALS and passed the A&E Test, which is equivalent to a high school diploma.)

Sub Requirement

4.A. If a student is unable to secure their academic records with the remark 'COPY FOR PUP-OPEN UNIVERSITY SYSTEM,' they may provide a photocopy as a temporary substitute while the official academic records are still being processed.

5. COURSE DESCRIPTION

(1) Original Copy

Applicant / Client

Remarks:

Course Description - contains a concise summary of the content, objectives, and learning outcomes of a course that a student has previously completed at another institution.

Sub Requirement

5.A. If Course Description is not available, TOR is enough.

6. HONORABLE DISMISSAL

(1) Original Copy

Applicant / Client

Remarks:

Honorable Dismissal is an official document issued by a school to a student who is transferring to another institution. It serves as a formal acknowledgment that the student has left the school in good standing, without any academic or disciplinary issues.

Sub Requirement

6.A. Submission of Honorable Dismissal can be processed upon official enrollment.

7. CERTIFICATION OF EMPLOYMENT/ SERVICE RECORD

(1) Original Copy

Applicant / Client

Remarks:

A certificate of employment/ service records is a type of document that verifies an applicant's work history. This is to ensure that the applicant meet the minimum qualification to avail the program. All work experiences should be evidence with a certificate of employment or service record signed by the employer.

8. TWO (2) pcs LATEST 2x2 COLORED PICTURE WITH WHITE BACKGROUND

(1) Original Copy

Applicant / Client

Remarks:

The latest 2x2 photo with white background is needed for records purposes.

9. ORIGINAL PSA BIRTH CERTIFICATE/ MARRIAGE CERTIFICATE (FOR FEMALE)

(1) Original Copy

Agency - Division: GOVERNMENT - PHILIPPINE STATISTIC AUTHORITY (PSA)

Remarks:

Original PSA Birth Certificate and Marriage Certificate (for females) are official documents issued by the Philippine Statistics Authority (PSA). The applicant needed to submit this document to confirms a person's birth in the Philippines. As for marriage certificate is a document that verifies a woman's marital status.

10. OTHER DOCUMENTS SUCH AS SEMINAR/TRAINING CERTIFICATES; GOVERNMENT EXAMINATION PASSED

(1) Original Copy

Applicant / Client

Remarks:

Other documents, such as seminar/training certificates and government examination passed, contain applicant participation in trainings, seminars, and government examinations that they passed.

11. STUDENT'S PRIOR LEARNING SHEET

(1) Original Copy

Applicant / Client

Remarks:

The applicant should submit the Student's Prior Learning Sheet, which can help them highlight their work experience, trainings, seminars, and educational background. This is downloadable using this link: <https://www.pup.edu.ph/ous/ine/>

12. ETEEAP FORM

(1) Original Copy

Agency - Division: GOVERNMENT - COMMISSION ON HIGHER EDUCATION

Remarks:

For those who intend to enroll programs under ETEEAP, ETEEAP Form is required. This is mandated by CHED, which highlights the applicant's credentials. The form is downloadable on the CHED website.

13. RECEIPT OF ASSESSMENT FEE

(1) Original Copy

Agency - Division: GOVERNMENT - PUP FUND MANAGEMENT OFFICE

Remarks:

This requirement is needed in order for the portfolio of the applicant to be assessed.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all pertinent documents to the INE Office and photocopy of assessment fee official receipt Location: 4F, NALLRC Bldg. A. Mabini Campus Anonas St., Sta. Mesa, Manila 1016	1. 1.1. Accept complete documents 1.2. Issue referral slip to the applicant for payment of assessment fee	None	15 minute/s	<ul style="list-style-type: none"> Administrative Staff; Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program
2. Pay assessment fee Location: 4F, NALLRC Bldg. A. Mabini Campus Anonas St., Sta. Mesa, Manila 1016	2. 2.1. Issuance of official receipt for the payment of assessment fee	Possible Fees Breakdown: Assessment Fee (Bachelor): PHP 3200 Assessment Fee (Masters/ Doctors): PHP 5400	1 hour/s	<ul style="list-style-type: none"> Cashier; Fund Management Office
3. Submission of proof of payment Location: 4F, NALLRC Bldg. A. Mabini Campus Anonas St., Sta. Mesa, Manila 1016	3. 3.1. Accept the proof of payment 3.2. Assessment of the client's portfolio 3.3. The portfolio is forwarded to the assessors for assessment	None	21 working day/s, 5 minute/s	<ul style="list-style-type: none"> Administrative Staff INE Office; Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program
4. Notification of assessment result and iApply process to the applicant Location: 4F, NALLRC Bldg. A. Mabini Campus Anonas St., Sta. Mesa, Manila 1016	4. 4.1. Send notification to the applicant on the result of assessment 4.2. Instruct the applicant to log in iapply.pup.edu.ph/ine for profile uploading	None	10 minute/s	<ul style="list-style-type: none"> Chief, Academic Assessment INE OFFICE; Institute for Non-Traditional Study and Expanded Tertiary Education Equivalency and Accreditation Program
5. Visit the INE Office for the discussion of the assessment result and interview Location:	5. 5.1. Give /feedback and discuss the result of the assessment 5.2. Interview the applicant	None	1 hour/s	<ul style="list-style-type: none"> Chief, Academic Assessment INE OFFICE; Institute for Non-Traditional

4F, NALLRC Bldg.
A. Mabini Campus Anonas St., Sta.
Mesa, Manila 1016

Study and
Expanded Tertiary
Education
Equivalency and
Accreditation
Program

Total Processing Time:

Working Days: 21 working day/s, 2 hour/s, 30 minute/s

Total Processing Fee:

Total Standard Fee: None
See other fees below

Possible Fees

Assessment Fee (Bachelor) : 3200
Assessment Fee (Masters/ Doctors) : 5400

Institute of Technology

1. Processing of Request for Credentials Service(Course/Subject Description)

A Course/Subject Description is requested by client to describe the content of the course taken by the student within the curriculum.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Request Form

(1) Original Copy

Agency - Division: Institute of Technology - Registrar's Office

Remarks:

Accomplished Request Form

2. Proof of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3. Transcript of Records

(1) Photo Copy

Applicant / Client

Remarks:

List of Course/s for Description

For Situational Requirement

A. When claiming documents, if immediate family member
A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

must duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3,

2015 CSE-PP - Civil Service Commission; and
 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

B. When claiming documents, if authorized representative
B.1. Special Power of Attorney

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Pagibig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home	1.1. Monitor online request / Fill-out the Request Form	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	1.2. Check the document requested for assessment		5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees Location: Polytechnic University of the Philippines - Fund Management Office	2. Accept payment and issue official receipt	Standard Fees Breakdown: DST: PHP 30 <hr/> Total: PHP 30 Possible Fees Breakdown: Course Description: PHP 150 Formula Fees Breakdown: Course/s Description	20 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section

3. Submit the original copy of official receipt with request form Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the request form with original copy of official receipt	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
	3.2. Check the completeness of documents		5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
	3.3. Indicate in the claim stub the release date of requested documents		5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
4. Check SINTA account or email for any update or advisory from the Registrar's Office Location: Institute of Technology, Registrar's Office 3rd floor.	4.1. Accept application and required documents and start initial assessment and verification of completeness of the document.	None	10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
	4.2. Forward the request to the Department Chairperson		2 working day/s	• Department Chairperson; Institute of Technology			
	4.3. Notify client when requested document/s is/are ready for release		7 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
5. Pick-up the requested document, present the claim stub Location: Institute of Technology, Registrar's Office 3rd floor.	5.1. Verify the documents presented	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
	5.2. Issue the requested subject description		10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey Location: Institute of Technology, Registrar's Office 3rd floor.	6. Tag request as claimed and automated client satisfactory survey will be sent to client	None	10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology			
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 27 minute/s					
Total Processing Fee:		Total Standard Fee: PHP 30 See other fees below					
Possible Fees Course Description : 150							
Formula / Schedule of Fees Course/s Description Course/s Description * Php 50 = Course Description							

2. Processing of Request for First Year Students Admission Service

The Admission and Registration Services (ARSS) processes and facilitates the application for enrollment of high school/ senior high school students who passed the PUP College Entrance Test (PUPCET). The ARSS evaluates the applicants' documents as to the authenticity and whether the applicant is qualified for admission or not in adherence to the University admission requirements/criteria.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Passers of Polytechnic University of the Philippines College Entrance Test (PUPCET) and:</p> <ul style="list-style-type: none"> • Graduates of the K12 program or those who graduated from K12 pilot schools who have not enrolled in any technical/diploma/degree program immediately after graduation with GWA of 82% or higher. • A Philippine Educational Placement Test (PEPT) passer, eligible for admission to college with an average rating of 82% or higher in its five (5) subject areas: Math, English, Science, Filipino, and Araling Panlipunan. • An Alternative Learning System Accreditation &Equivalency (ALS A&E) Test for Secondary Level passer, eligible for admission to college and has 100 or higher Standard Score (SS) with Essay Writing of 2 or higher.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Student Application Form 1 with 2 x 2 picture with white background and collar (SAR Form 1 - Confirmation Slip) (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar - Admission and Registration Services Section
Remarks: To be downloaded from PUP iApply Link: iapply.pup.edu.ph	
2. Route and Approval Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar - Admission and Registration Services Section
Remarks: To be downloaded from PUP iApply Link: iapply.pup.edu.ph	
3. Grade 10, 11 and 12 High School Report Card (1) Original Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: Must secure from the previous High School attended.	
4. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
5. Certification of Good Moral issued by the HS/SHS Principal/or Guidance Counselor with school dry seal (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: To be secured from the previous High School/Senior High School attended.	
6. Current Chest X-Ray result with Film (Sample: 1 Film)	Applicant / Client
Remarks: Six (6) months validity from scheduled date of medical clearance.	
7. Duly accomplished Health Information Form for Students. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services
Remarks: To be secured at PUP iApply/PUP Website	

Link: iapply.pup.edu.ph or pup.edu.ph/downloads/students/

8. Long Brown and Plastic Envelope
(Sample: 1 pc)

Applicant / Client

For Situational Requirement**A. For Philippine Educational Placement Test (PEPT) Passer**

- A.1. Duly Authenticated or Verified Copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Educational Assessment (BEA)**
(1) Original Copy Or (1) Certified True Copy And (1) Photo Copy

Applicant / Client

B. For Alternative Learning System Accreditation and Equivalency Assessment (ALS A&E) Passer

- B.1. Duly Authenticated or Verified Copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Educational Assessment (BEA) for Tertiary Level**
(1) Original Copy Or (1) Certified True Copy And (1) Photo Copy

Applicant / Client

C. For Graduates of High School / Senior High School of previous year/s

- C.1. Certification from High School/SHS Registrar with school dry seal and noted by the Principal that no copy of F137A has been sent to other college or university**
(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

To be secured from the previous High School/Senior High School attended.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of admission/entrance credentials . Location: PUP Gymnasium	1. Receive the entrance credentials from qualified freshmen applicants who passed the PUP College Entrance Test (PUPCET)	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Admission and Registration Office
Final Grade in English is 80% or lower and Graduates of ALS and PEPT 2.A.Take English Placement Test (EPT) Location: PUP Gymnasium	2.A. Administer English Placement Test	Possible Fees Breakdown: English Placement Test Fee: PHP 150	1 hour/s	<ul style="list-style-type: none"> Chairperson and Faculty; Colleges/Department
Going to enroll in College of Architecture, Design, and the Built Environment, College of Engineering, College of Computer and Information Sciences, and College of Science 2.B.Take aptitude/qualifying exam Location: College of Architecture, Design, and the Built Environment, and/or PUP Gymnasium Location: College of Architecture, Design, and the Built Environment, and/or PUP Gymnasium	2.B. Administer aptitude/qualifying exam	None	3 hour/s	<ul style="list-style-type: none"> Chairperson and Faculty; Colleges/Department
3. Proceed to the College/Department program of your choice for interview. Location: PUP Gymnasium	3. Accommodate the interview for program of choice and evaluation of credentials. Tag the courses for enrollment and assessment of fees.	None	2 hour/s	<ul style="list-style-type: none"> Chairperson and Faculty; Institute of Technology
4. Proceed to the PUP Medial Clinic to undergo physical examination. Location: PUP Gymnasium Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health</i>	4. Provide medical assessment and clearance to the applicant if physically fit to proceed for enrollment.	None	2 hour/s	<ul style="list-style-type: none"> Nurses and Medical Doctor; Medical Services Department

<i>Information Form</i>							
5. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: PUP Gymnasium	5. Issue the Certificate of Registration to the students.	None	30 minute/s	• Administrative Aid I-IV; Admission and Registration Office			
6. Proceed to Office of the Student Services for printing and issuance of identification card. Location: PUP Gymnasium	6. Print and release the Identification Card of students	None	30 minute/s	• Administrative Aide I-IV; Office of Student Services			
Total Processing Time:							
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Working Days: 6 hour/s, 15 minute/s					
*For Going to enroll in College of Architecture, Design, and the Built Environment, College of Engineering, College of Computer and Information Sciences, and College of Science		Working Days: 8 hour/s, 15 minute/s					
Total Processing Fee:							
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Total Standard Fee: None See other fees below					
*For Going to enroll in College of Architecture, Design, and the Built Environment, College of Engineering, College of Computer and Information Sciences, and College of Science		Total Standard Fee: None See other fees below					
Possible Fees							
English Placement Test Fee : 150							

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

3. Processing of Request for Re-Admission (Returning Student) Service

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots. He/she must have complied with all other requirements for re-admission. If re-admitted within two (2) years, returning students shall be allowed to follow their old program of study or curriculum; otherwise they shall follow the curriculum existing at the time of their re-admission.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Returning Students (Returnee)
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Re-Admission Form

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

Remarks:

Accomplished Re-admission Form

2. Curriculum Sheet

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

3. Latest Certificate of Registration

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

4. Proof of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

Remarks:

Official Receipt for Re-Admission

5. Chest X-ray Result with Film

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology - Medical Clinic

6. Intent Letter

(1) Original Copy

Applicant / Client

Remarks:

Intent letter addressed to the Dean of the Institute of Technology.

For Situational Requirement

A. If one (1) semester to three (3) semester or one and half (1 1/2) year the student stop

A.1. Informative Copy of Grades

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

B. If two (2) or more year the student stop

B.1. Transcript of Record

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form Location:	1. Monitor online request / Fill-out the Request Form	None	5 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer -

Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home				Casual; Institute of Technology
2. Proceed to Chairperson for academic evaluation. Location: Institute of Technology, Chairperson's Office 1st floor.	2. Evaluate the student academic record and sign the re-admission form with recommendation.	None	1 hour/s, 30 minute/s	• Chairperson; Institute of Technology
3. Proceed to Dean's Office for approval for re-admission Location: Institute of Technology, Dean's Office 2nd floor.	3. Approval of the re-admission.	None	1 hour/s, 30 minute/s	• Dean; Institute of Technology
4. Pay the required fees Location: Polytechnic University of the Philippines - Fund Management Office	4. Accept payment and issue official receipt	Standard Fees Breakdown: Re-Admission Fee: PHP 300 <hr/> Total: PHP 300	25 minute/s	• Cashier; Cash Receipt Section
5. Present the required documents with original copy of official receipt. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: <i>Re-admission form must be signed by the following:</i> <i>Accounting Officer</i> <i>Medical Officer</i> <i>Chairperson of the Department</i>	5. Accept re-admission form and required documents for verification of completeness.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Claim the re-admission certificate on prescribed schedule. Location: Institute of Technology, Registrar's Office 3rd floor.	6. Issue certificate of re-admission.	None	5 minute/s	• College Registrar; Institute of Technology
7. Proceed to the Chairperson's Office for tagging of subjects. Location: Institute of Technology, Chairperson's Office 1st floor.	7. Tagging of subject/s	Possible Fees Breakdown: per subject: PHP 20	1 working day/s, 4 hour/s	• Chairperson ; Institute of Technology
8. Provide feedback for Client Satisfactory Survey / Sign the logbook Location: Institute of Technology, Registrar's Office 3rd floor.	8. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:	Working Days: 1 working day/s, 7 hour/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 300 See other fees below			
Possible Fees per subject : 20				

4. Processing of Request for Application for Graduation Service

A student who has already completed all the academic requirements and cleared of all accountabilities can submit his/her application for graduation.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Graduating Student who has:</p> <ul style="list-style-type: none"> • Completed his/her academic requirements • Cleared of all accountabilities
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished copy of the Online Application for Graduation thru SIS Account
(2) Original Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology

Remarks:

Remarks:

Download through <https://sisstudents.pup.edu.ph/>

For Situational Requirement

A. Paying or not covered by RA 10931 (Universal Access to Quality Tertiary Act of 2017)

A.1. Application for Graduation Fee Receipt
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

A.2. Graduation Fee
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Open SIS Account, click grades and open curriculum evaluation. Click application for graduation and fill out the online application form promptly. Location: https://sisstudents.pup.edu.ph/</p> <p>Notes/Instruction: <i>If not covered by RA 10931 otherwise known as Universal Access to Quality Tertiary Act of 2017 and not first time to apply for graduation, pay application for graduation fee at Fund Management Office.</i></p>	1. Monitor online application.	Possible Fees Breakdown: Application for Graduation Fee: PHP 150	30 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
<p>2. Check and monitor online application for graduation in Student Information System (SIS) Account. Location: Website: https://sisstudents.pup.edu.ph/</p>	2.1. Print accomplished application for graduation forms. 2.2. Endorse accomplished application for graduation form for retrieval of student records file.	None	10 minute/s 6 hour/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology

	2.3. Distribute the student records in charge of program for checking and validation.		8 hour/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	2.4. Proceed to first evaluation of non-academic and academic requirements.		5 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	2.5. Notify students with the result of initial evaluation through Student Information System (SIS).		30 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Lacking of non-academic and academic requirements. 3.A.Download first evaluation result and comply the necessary lacking documents. Location: Website: https://sisstudents.pup.edu.ph/	3.A.1. Receive lacking non-academic and academic requirements and clear the deficiencies in first evaluation.	None	30 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.A.2. Forward the student records file for evaluation of scholastic records.		5 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.A.3. Forward the validated student records with application for graduation for appropriate action.		30 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Complete with no lacking non-academic and academic requirements. 3.B.Check first evaluation result and wait to be forwarded in final evaluation. Location: Website: https://sisstudents.pup.edu.ph/	3.B.1. Forward the student records file for evaluation of scholastic records.	None	5 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.B.2. Forward the validated student records file with application for graduation for appropriate action.		30 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
4. Check and monitor online application for graduation in SIS Account Location. Location: Website: https://sisstudents.pup.edu.ph/ Notes/Instruction: <i>Once forwarded in final evaluation, wait for the final grades to be encoded and wait for the announcement of printing of Certificate of Candidacy.</i>	4.1. Forward the application for graduation for final evaluation.	None	30 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	4.2. Encode the final grades of the students.		7 working day/s	• Faculty Members; Institute of Technology
	4.3. Announce the schedule of downloading and printing of the Certificate of Candidacy.		30 minute/s	• College Registrar; Institute of Technology
5. Download and print Certificate of Candidacy on scheduled date. Location: Website: https://sisstudents.pup.edu.ph/	5. Monitor printing of certificate of candidacy and generate the final list of Candidate for Graduation.	None	1 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Fill out forms regarding general clearance and NSTP Data Sheet promptly and wait for the announcement on graduation details. Location: Website: https://sisstudents.pup.edu.ph/	6. Generate final list of Candidate for Graduation and announce details regarding graduation.	Possible Fees Breakdown: Graduation Fee: PHP 600 Non-Engineering : PHP 350 Diploma: PHP 450 Certification of	30 minute/s	• College Registrar; Institute of Technology

Notes/Instruction: Accomplish the following: • <i>Alumni Data Sheet</i> • <i>NSTP Data Sheet</i> • <i>Pay Graduation Fee (if not Covered by RA 10931)</i>	Graduation: PHP 150 DST: PHP 90	
Total Processing Time:		
*For Lacking of non-academic and academic requirements.		Working Days: 19 working day/s, 6 hour/s, 40 minute/s
*For Complete with no lacking non-academic and academic requirements.		Working Days: 19 working day/s, 6 hour/s, 10 minute/s
Total Processing Fee:		
*For Lacking of non-academic and academic requirements.		Total Standard Fee: None See other fees below
*For Complete with no lacking non-academic and academic requirements.		Total Standard Fee: None See other fees below
Possible Fees		
Application for Graduation Fee : 150 Graduation Fee : 600 Non-Engineering : 350 Diploma : 450 Certification of Graduation : 150 DST : 90		

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

5. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (Inc) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall lapse as "No Credit" (N) or a failing mark.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Student with:</p> <ul style="list-style-type: none"> • INC Mark • "P" Mark, Not-S Mark, or Blank Grades • Grade to be corrected
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement <p>1. Duly Accomplished Completion Form (1) Original Copy And (1) Photo Copy</p> <p>Remarks:</p> <p>Remarks:</p> <p>To be downloaded from PUP Website</p> <p>Link: https://www.pup.edu.ph/downloads/students/</p>	
For Situational Requirement <p>A. Completion of Incomplete Mark</p> <p>A.1. Completion Fee Receipt (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</p> <hr/> <p>B. Late Reporting of Grades ("P" Grade, Not S and Blank Grade)</p> <p>B.1. Completion Fee Receipt (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</p> <hr/> <p>B.2. Certified Copy of Class Record (1) Original Copy And (1) Photo Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Institute of Technology</p> <p>Remarks:</p> <p>Remarks:</p> <p>Secure certified copy of class record in the faculty assigned</p> <hr/> <p>C. Correction of Entry</p> <p>C.1. Completion Fee Receipt (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</p> <hr/> <p>C.2. Certified Copy of Class Record (1) Original Copy And (1) Photo Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Institute of Technology</p> <p>Remarks:</p> <p>Remarks:</p> <p>Secure certified copy of class record from the faculty assigned</p>	

C.3. Duly Notarized Affidavit of Change of Grades by Instructor/Professor
(1) Original Copy And (1) Photo Copy

Agency - Division: Notary Public - Notary Public

Remarks:

Remarks:

Secure duly notarized affidavit of change of grades executed by the instructor/professor.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home	1. Monitor online request / Fill-out the Request Form	None	4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office	2. Accept payment and issue official receipt	Standard Fees Breakdown: Completion per subject: PHP 30 <hr/> Total: PHP 30	8 minute/s	<ul style="list-style-type: none"> • Cashier; Cash Receipt Section
3. Submit accomplished Completion Form and required documents to the Professor for the completion of incomplete subject. Location: Institute of Technology, Colleges	3. Accept completion and required documents for submission	None	2 working day/s	<ul style="list-style-type: none"> • Assigned Professor; Institute of Technology
4. Proceed to the Program Chairperson/Dean for the signature. Location: Institute of Technology	4. Affix the signature of the Chairperson/Dean.	None	2 working day/s	<ul style="list-style-type: none"> • Program Chairperson/Dean; Institute of Technology
5. Submission of requirements for completion of grades with original copy of official receipt. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: <i>Required documents:</i> <i>Duly accomplished Completion Form</i> <i>Certified copy of Class Record</i> <i>Official Receipt</i>	5. Accept the required documents with original copy of official receipt	None	4 hour/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology; Institute of Technology
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	6. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:	Working Days: 4 working day/s, 4 hour/s, 16 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 30			

6. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service

A student can apply for correction of her/his name with the option to correct in conformity with the name appearing in the Philippine Statistics Authority and/or school records for the SIS and Non SIS students.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student or Alumni that need for correction of: <ul style="list-style-type: none"> • Correction of School Records Name • Correction of School Records Birth Date
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Duly Accomplished Request for Correction of Name and/or Birth Date Form

(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

To be downloaded from the PUP Website

Link: <https://www.pup.edu.ph/downloads/students/>

2. Correction of Name and/or Birth Date Payment Receipt

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

3. Corrected PSA Birth Certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistic Authority - Philippine Statistic Authority

Remarks:

Annotated if there is a petition filed

4. Duly Notarized Parent's Affidavit / Affidavit of Discrepancy

(1) Original Copy And (1) Photo Copy

Agency - Division: Legal Offices - Notary Public

5. Duly Notarized Joint Affidavit of two (2) Disinterested Persons

(1) Original Copy And (1) Photo Copy

Agency - Division: Legal Offices - Notary Public

6. Corrected copy of Form 137-A

(1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - Junior High / Senior High

Remarks:

Secure corrected copy of Form 137A from previously attended school

7. Original copy of Transcript of Records and Diploma (if previously issued)

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form Location: Institute of Technology, Registrar's Office 3rd floor.	1. Monitor online request / Fill-out the Request Form	None	5 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology

2. Pay the required fees Location: Polytechnic University of the Philippines - Fund Management Office	2. Accept payment and issue official receipt	Standard Fees Breakdown: Correction of Entry: PHP 150 <hr/> Total: PHP 150	8 minute/s	• Cashier; Cash Receipt Section
3. Submit duly accomplished request for correction of name and/or birth date and required documents. Location: Institute of Technology, Registrar's Office 3rd floor.	3. Accept application and required documents for verification of completeness.	None	8 minute/s	• College Registrar; Institute of Technology
4. Monitor status of request or check email for any updates. Location: Institute of Technology, Registrar's Office 3rd floor.	4. Approve and tag the corrected name and/or birth date in the SIS.	None	4 working day/s, 3 hour/s, 22 minute/s	• College Registrar; Institute of Technology
5. Acknowledge receipt of the corrected document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 48 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

7. Processing of Request for Accreditation of Subjects

The ITECH Registrar's office processes and facilitates the applications for accreditation of subjects.

Office or Division:	Institute of Technology				
Category:	External Service				
Classification:	Simple				
Type of Transaction:	G2C (Government to Citizen)				
Who may avail:	Students				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Standard Requirement <ul style="list-style-type: none"> 1. Duly Accomplished Application for Accreditation of Subject for Shiftees and Regular Students Applicant / Client (1) Original Copy And (1) Photo Copy 2. Copy of Grades Applicant / Client (1) Original Copy And (1) Photo Copy <p>Remarks: To be downloaded from the PUP Website Link: https://www.pup.edu.ph/downloads/students/</p> <hr/> <p>Informative Copy of Grades or Printed Copy of Grades in SIS Account</p>					
For Situational Requirement <p>A. Course/s taken in Campuses/Open University System</p> <p>A.1. Approved Cross-Enrollment Permit Agency - Division: Polytechnic University of the Philippines - Institute of Technology (1) Original Copy And (1) Photo Copy</p> <p>Remarks: Must process Cross-Enrollment before enrollment of course/s in PUP Campuses/Open University System</p>					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Create request through SINTA account / Get the Accreditation form Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home https://www.pup.edu.ph/students/downloads/	1. Monitor online request / Fill-out the Accreditation Form	None	5 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology 	
2. Submit Accreditation Form to the Department Chairperson's Office, Location: Institute of Technology, Chairperson's Office 1st floor.	2. Receive the Form and evaluate the subject for accreditation.	None	10 minute/s	<ul style="list-style-type: none"> • Chairperson; Institute of Technology 	

<p>3. Submit accomplished Accreditation form to the Registrar's Office Location: Institute of Technology, Registrar's Office 3rd floor.</p>	3.1. Receive the Accreditation Form.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Tag the subjects for Accreditation.		10 minute/s	• College Registrar; Institute of Technology
4. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	4. Tag request as claimed and automated client satisfactory survey will be sent to client	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Processing of Request for Academic Verification Service

This service is to provide certification on the authenticity of the documents submitted by the graduate to the company in which he/she is applying for employment.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	Others

For Standard Requirement

- 1. Letter of request with letterhead** Applicant / Client

Remarks:

Must have proper letterhead and office address

**3. Duly Signed Authorization Letter by the Student/Graduate/Alumni
(1) Original Copy**

Remarks:

The autho

his/her academic records at Polytechnic University of the Philippines and state the reason. Must be duly signed by the student/alumni concerned.

- 4. Valid ID of Student/Alumni with Signature** Applicant / Client
(1) Photo Copy

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
 2. Passport;
 3. PRC License Card;
 4. SSS I.D. Card;
 5. GSIS I.D. (UMID) Card;
 6. Voter's I.D. Card /Voter's Certification;
 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
 9. Company/Office I.D. Card;
 10. School I.D. Card;
 11. Police Clearance/Police Clearance Certificate (with picture);
 12. Postal I.D. Card;
 13. Barangay I.D. Card;
 14. NBI Clearance;
 15. Seaman's Book;
 16. HDMF Transaction I.D. Card;
 17. PWD I.D. Card;
 18. Solo Parent I.D. Card;
 19. Senior Citizen's I.D. Card;
 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PPT); and
 21. Philippine Identification (PhilID) Card.

Must have hand signature in the ID

- 5. Verification Fee Receipt**
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor.	1. Monitor online request / Fill-out the Request Form	None	6 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office	2. Accept payment and issue official receipt.	Standard Fees Breakdown: Verification Fee: PHP 200 <hr/> Total: PHP 200	5 minute/s	• Cashier; Cash Receipt Section
3. Submit letter request duly signed by the authorized company officer in charge with required documents for verification. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: <i>Submit the following requirements:</i> <ul style="list-style-type: none">• <i>Duly Signed Letter Request with Complete Office Address</i>• <i>Duly Signed Authorization Letter by Student/Alumni</i>• <i>Copy of Transcript of Records, Diploma, or credentials submitted</i>	3.1. Accept request and required documents and start initial assessment and verification of completeness.	None	25 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Verification of submitted credentials and prepare verification result thru formal letter.		2 working day/s, 2 hour/s	• College Registrar; Institute of Technology
4. Pick up the verification results/documents. Location: Institute of Technology, Registrar's Office 3rd floor.	4. Issue verification results.	None	10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
5. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	6 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:	Working Days: 2 working day/s, 2 hour/s, 52 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 200			

9. Processing of Request for Authentication/Certified Copy of Schools Records (Transcript of Records, Diploma, Certification of Registration, CAV, WES, IQAS) for Local and International Employment

Institute of Technology issues authenticated/certified copy of school records (TOR, Diploma, Certification of Registration, CAV, WES, IQAS) to graduates/clients and submits photocopies of his/her credentials to be certified.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Request Form (1) Original Copy

Agency - Division: Institute of Technology - Registrar's Office

2. 2 x 2 picture in Formal Attire (Sample: 2 pcs.)

Applicant / Client

Remarks:

2x2 Picture with collar and white background.

3. Official Receipt (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

For Situational Requirement

A. For graduate students

A.1. Transcript of Records (1) Photo Copy

Applicant / Client

A.2. Diploma (1) Photo Copy

Applicant / Client

B. For undergraduate students

B.1. Transcript of Records (1) Photo Copy

Applicant / Client

B.2. Credentials (1) Original Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Any credentials you obtained while studying at PUP (class card, ID)

C. Due to unforeseen circumstances, there are no credentials available.

C.1. Barangay Certificate (1) Original Copy

Applicant / Client

Remarks:

A certification confirming your previous residency while studying at PUP.

C.2. Affidavit of Loss (2) Original Copy

Applicant / Client

Remarks:

Affidavit of loss must include your year of admission, graduation date (if applicable), course, name of previous schools (elementary and high school),

and their respective graduation dates.

D. When claiming documents, if immediate family member
D.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor.

D.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

E. When claiming documents, if authorized representative
E.1. Special Power of Attorney

(2) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing.

E.2. Valid ID of Claimant and Requestor

(2) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIBIG;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home	1.1. Monitor online request / Fill-out the Request Form.	None	4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
	1.2. Check the document requested for assessment.		4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual;
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Possible Fees Breakdown: Certification: PHP 200 Certification, Authentication, and Verification (CAV): PHP 450 World Education Services (WES): PHP 200 International Qualifications Assessment Service (IQAS): PHP 200 DST: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Cashier; Cash Receipt Section
3. Submit the original copy of official receipt, request form, required documents. Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the request form with original copy of official receipt and required documents.	None	4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Check the completeness of documents.		4 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
	3.3. Issue the requested document/s.		4 working day/s, 3 hour/s	<ul style="list-style-type: none"> • College Registrar; Institute of Technology

4. Check SINTA account or email for any update or advisory from the Registrar's Office. Location: Website: https://pupsinta.freshservice.com/support/home	4. Notify client when requested document/s is/are ready for release or have deficiencies.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
5. Pick-up requested documents. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Verify the documents presented, issue the requested credentials.	None	10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	6. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 46 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees <p>Certification : 200 Certification, Authentication, and Verification (CAV) : 450 World Education Services (WES) : 200 International Qualifications Assessment Service (IQAS) : 200 DST : 30</p>				

10. Processing of Request for Application for Certification (Informative copy of grades, Good Moral Character, Enrollment, Certified True Copy of any document issued by the Registrar's Office)

This service provides certification of documents applied for by students, alumni and other clients.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request Form (1) Original Copy	Agency - Division: Institute of Technology - Registrar's Office
2. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
Remarks: Official Receipt	
3. Identification Card (1) Original Copy	Applicant / Client
4. Document needed for Certified True Copy (1) Original Copy And (1) Photo Copy	Applicant / Client
For Situational Requirement	
A. When claiming documents, if immediate family member	
A.1. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: Must be duly signed by the requestor.	
A.2. Valid ID of Claimant and Requestor (1) Photo Copy	Applicant / Client
Remarks: 1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - Paglbig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;	

20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

B. When claiming documents, if authorized representative
B.1. Special Power of Attorney

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing.

B.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Pagibig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home	1.1. Monitor online request / Fill-out the Request Form.	None	1 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	1.2. Check the document requested for assessment.		1 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Possible Fees Breakdown: Informative Copy of Grades: PHP 200 Certified True Copy: PHP 200 Good Moral : PHP 200 Certification: PHP 200 DST: PHP 30	5 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section
3. Submit the original copy of official receipt with request form. Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the request form with original copy of official receipt.	None	1 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Check the completeness of document/s.		1 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer -

				Casual; Institute of Technology
	3.3. Print and sign the requested document/s		2 working day/s	• College Registrar; Institute of Technology
4. Check SINTA account or email for any update or advisory from the Registrar's Office. Location: Website: https://pupsinta.freshservice.com/support/home	4. Notify client when requested document/s is/are ready for release.	None	1 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
5. Pick-up the requested document, present the claim stub. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Issue the requested document.	None	2 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	6. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:	Working Days: 2 working day/s, 17 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Possible Fees	Informative Copy of Grades : 200 Certified True Copy : 200 Good Moral : 200 Certification : 200 DST : 30			

11. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal

Processes the requests for Certificate of Transfer Credential / Honorable Dismissal - a document certifying that a student has no pending accountabilities. Thereby, he/she is honorably dismissed from the Institute.

Office or Division:	Institute of Technology			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and Alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Institute of Technology Remarks: Accomplished Request Form			
2. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	1.1. Monitor online request / Fill-out the Request Form. 1.2. Check the document requested for assessment.	None	5 minute/s 1 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Standard Fees Breakdown: Honorable Dismissal Fee: PHP 200 DST: PHP 30 <hr/> Total: PHP 230	10 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section
3. Submit the original copy of official receipt with request form. Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the request form with original copy of official receipt. 3.2. Indicate in the claim stub the release date of requested documents.	None	4 minute/s 4 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology Receiving and Releasing Officer - Casual; Institute of Technology

<p>4. Check SINTA account or email for any update or advisory from the Registrar's Office. Location: Website: https://pupsinta.freshservice.com/support/home</p>	<p>4. Notify client when requested document/s is/are ready for release</p>	<p>None</p>	<p>4 minute/s</p>	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
<p>5. Pick-up the requested document, present the claim stub. Location: Institute of Technology, Registrar's Office 3rd floor.</p>	<p>5. Issue the requested documents.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
<p>6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home</p>	<p>6. Tag request as claimed and automated client satisfactory survey will be sent to client.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 38 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 230</p>		

12. Processing of Request for Credentials Service (Diploma)

A diploma is one of the credentials being requested and is a legal document that certifies the completion by a student of a degree program as certified and signed by the University Registrar and the University President.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request Form

(1) Original Copy

Agency - Division: Institute of Technology - Registrar's Office

Remarks:

Accomplished Request Form

2. Transcript of Records

(1) Photo Copy

Applicant / Client

3. Proof of payment for Second Copy of Diploma

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

Remarks:

The First copy is free as it is covered by RA 10931

4. Proof of graduate status

(1) Original Copy

Applicant / Client

Remarks:

Required documents downloadable thru Student Information System (SIS):

Website: <https://sis1.pup.edu.ph/>

- Accomplished General Clearance
- Certificate of Candidacy
- Certificate of Conferment of Degree (Dummy)

5. Polytechnic University of the Philippines Identification Card

(Sample: 1 original)

Applicant / Client

Remarks:

To be surrendered.

For Situational Requirement

A. When claiming documents, if immediate family member

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor.

A.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;

3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing.

B.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority,

C. For Second Copy**C.1. Affidavit of Loss**

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction:	1.1. Monitor online request / Fill-out the Request Form.	None	5 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology

Website:

	1.2. Check the document requested for assessment.		5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Possible Fees Breakdown: DST: PHP 30 Second Copy of Diploma: PHP 200	10 minute/s	• Cashier; Cash Receipt Section
3. Submit the original copy of official receipt, request form and required documents. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: <i>If not complete, advise the client to comply with the lacking requirements. Otherwise, the application will not be processed.</i>	3.1. Accept the request form and required documents with original copy of official receipt.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Check the completeness of documents.		5 minute/s	• Receiving and Releasing Officer - Casual;
	3.3. Indicate in the claim stub the release date of requested documents.		5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
4. Check SINTA account or email for any update or advisory from the Registrar's Office. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	4.1. Process request and issue advisory and updates whenever necessary. Controlling/ tagging of request.	None	1 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
	4.2. Printing of diploma		2 working day/s	• University Registrar; Office of the University Registrar
	4.3. Checking/ Counter checking of diploma.		1 working day/s	• University Registrar; Office of the University Registrar
	4.4. Forward diploma for final signature of Dean of the College.		3 working day/s	• Dean; Institute of Technology
	4.5. Forward diploma for final signature of the Vice President for Academic Affairs.		3 working day/s	• Vice President; Office of the Vice President for Academic Affairs
	4.6. Forward diploma for final signature of President.		3 working day/s	• President; Office of the President
	4.7. Return duly signed diploma to the Institute of Technology Registrar's Office for affixing of notarial and dry seals and notify the client when document is ready for release.		6 working day/s	• Receiving and Releasing Officer - Casual; Institute of Technology
5. Pick-up the requested document, present the claim stub. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Issue the requested document/s.	None	10 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location:	6. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer -

Institute of Technology, Registrar's Office 3rd floor.			Casual; Institute of Technology
--	--	--	---------------------------------

Notes/Instruction:

Website:

<https://pupsinta.freshservice.com/support/home>

Total Processing Time:

Working Days: 19 working day/s, 50 minute/s

Total Processing Fee:

Total Standard Fee: None

See other fees below

Possible Fees

DST : 30

Second Copy of Diploma : 200

13. Processing of Request for Informative Copy of Grades Service

Processes academic records or informative copy of credits and grades previously taken, duly signed by the Registrar.

Office or Division:	Institute of Technology			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Form (1) Original Copy	Agency - Division: Institute of Technology - Registrar's Office			
2. PUP Identification Card PUP Identification Card				
3. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	1. Monitor online request / Fill-out the Request Form	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office	2. Accept payment and issue official receipt.	Standard Fees Breakdown: Informative Copy of Grades: PHP 200 DST: PHP 30 <hr/> Total: PHP 230	5 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section
3. Submit the accomplished request form and proof of payment. Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the requested Informative Copy of Grades.	None	16 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Printing of the Informative Copy of Grades		1 working day/s, 15 minute/s	<ul style="list-style-type: none"> College Registrar; Institute of Technology
	3.3. Forward the printed Informative Copy of Grades to the Dean's Office for signature.		1 working day/s, 15 minute/s	<ul style="list-style-type: none"> Dean; Institute of Technology

4. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	4. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 1 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 230		

14. Processing of Request for Leave of Absence Service

A student who intends to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent to the College Dean concerned for approval, stating the reason for leave of absence. If the leave exceeds one academic year, he/she shall lose status as a student in residence.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student with valid Residency * must complete at least one (1) academic year.
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

Letter of Intent addressed to the College Registrar and to the Dean/Chairperson of the College.

2. Document as Proof

(2) Photo Copy

Applicant / Client

Remarks:

Document as proof such as Medical Certificate, Employment Order, etc.

3. PUP Identification Card

PUP Identification Card

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home	1. Monitor online request / Fill-out the Request Form.	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Submit Request letter addressed to the ITECH Registrar stating the reason for his/her leave noted by the College Dean /Chairperson. Location: Institute of Technology, Registrar's Office 3rd floor.	2.1. Require the client to sign in the logbook	None	6 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	2.2. Receive and sign the letter of intent by the Chairperson and the Dean		6 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology

<p>3. Process ACE form to withdraw the subjects if officially enrolled during the semester. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: <i>Website:</i> https://www.pup.edu.ph/students/downloads/</p>	<p>3. Accept ACE Form and affix signature to corresponding subject</p>	<p>None</p>	<p>4 working day/s, 1 hour/s, 24 minute/s</p>	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
<p>4. Submit request letter noted by the Chairperson and the Dean to the Office of the ITECH Registrar for signature and ACE Form for currently enrolled subjects Location: Institute of Technology, Registrar's Office 3rd floor.</p>	<p>4. Accept request letter for signature of the ITECH Registrar</p>	<p>None</p>	<p>14 minute/s</p>	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
<p>5. Monitor SIS Account and email address for update Location: Institute of Technology, Registrar's Office 3rd floor.</p>	<p>5. Tagging of Leave of Absence (LOA) status in student SIS account</p>	<p>None</p>	<p>12 minute/s</p>	<ul style="list-style-type: none"> • College Registrar; Institute of Technology
<p>6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home</p>	<p>6. Tag request and automated client satisfactory survey will be sent to client</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 4 working day/s, 2 hour/s, 12 minute/s		
Total Processing Fee:		Total Standard Fee: None		

15. Processing of Request for Polytechnic University of the Philippines College Entrance Test (PUPCET) On-Line Application Service

PUPCET On-Line Application (iApply) enable students/applicants to register for University Entrance Test.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<ul style="list-style-type: none"> • Graduating Senior High School Students • Graduate Senior High School Students Who Have Not Enrolled in Any College, Technical or Vocational School
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUPCET Pre-Application Form (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Admission And Registration Services Section			
Remarks: Apply through PUPCET iApply website on scheduled date. Link: https://iapply.pup.edu.ph/signin				
2. .2 x 2 colored picture with white background and name tag (Sample: 300 kilobytes)	Applicant / Client			
Remarks: <ul style="list-style-type: none"> • Formal pose with collar and no eyeglasses or any accessories that may cover the facial features • Taken in the past seven (7) days prior to filing of on-line application • With complete, readable name tag: First Name, Middle Name and Last Name as indicated in your PSA Birth Certificate positioned at the chest area of the picture. Note: This will be uploaded to IApply account.				
3. Original and/or certified true copy of grades of Grade 11 Report Card (1) Electronic Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Visit the PUP Website, apply for PUP College Entrance Test (PUPCET) and go to iApply and read the information provided and click the iApply Now button. Location: Website: pup.edu.ph Notes/Instruction: <i>Visit the iApply website and register for new account</i> <i>Before you register online, please make sure that you have the following files on your device or USB drive (each file size must not be more than 300 kb only).</i> <ul style="list-style-type: none"> • Applicant's photo must be JPEG file. • Scanned Grade 11 Report Card JPEG file (General Weighted Average (GWA) in Grades 11 of 82% or higher.) Link: https://iapply.pup.edu.ph/signin	1. Monitor on-line application.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III-IV; Admission and Registration Services Section • ICTO Officer; Information and Communications Technology Office
2. Click the PUPCET icon and answer the pre-application questionnaire to	2. Monitor the on- line application.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III-IV; Admission

determine if you are qualified to apply. Location: PUP iApply Website: iapply.pup.edu.ph				and Registration Services Section
3. Click Proceed to begin your On-Line registration and select your intended campus and program and submit the application. Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none">• Type or select the required information in the form and click Next;• Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate;• Make sure that the email address you will provide in the application is active and correct;• Upload a scanned clear copy of your photo and grade 11 report card in correct format as stated in the guidelines.	3. Inform the client that any misrepresentations (or giving false/incorrect information) in the On-Line application will automatically invalidate admission in the University.	None	30 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
4. Read the service agreement and confirm the submission of application by finalizing the application. Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <i>If the information you have entered is correct, read the service agreement and confirm by:</i> <ol style="list-style-type: none">1. Checking the Yes, I have read and understood... box2. Typing your complete name in the Digital Signature, and3. Typing the characters in the Digital Security Code4. Click Make Changes if you need to make necessary changes or Next to finally submit your information.	4. Monitor the on-line application.	None	5 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
5. After submission of your application, allow five (5) working days before claiming your ePermit. Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <i>Remember or write down your Reference Number.</i>	5. The Admission and Registration Services Section reviews, evaluates and approves the application as to the authenticity, correctness of uploaded photo, and whether the applicant is qualified for admission requirements.	None	5 working day/s	• Administrative Aide III-IV; Admission and Registration Services Section
6. Go to PUP iApply and click Claim ePermit to download. Location: Website: iapply.pup.edu.ph Notes/Instruction: <i>If "Problem with your Photo" notification appeared, scan a new photo with the correct format and click Upload Photo.</i>	6. Approve the application and upload ePermit.	None	5 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
Total Processing Time:	Working Days: 5 working day/s, 1 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: None			

16. Processing of Request for Cross Enrollment Service

Students of the Institute of Technology may be authorized by the concerned Dean and given permission by the College Registrar to cross-enroll within PUP System if the course/s they need to enroll during a given term is/are not offered in their respective colleges.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Cross-enrollees student from within Polytechnic University of the Philippines.
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Duly Accomplished Cross-Enrollment Form (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Institute of Technology			
Remarks: To be downloaded from the PUP Website https://www.pup.edu.ph/students/downloads/				
2. Official Receipt for Cross-Enrollment (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
3. Latest Certificate of Registration (1) Original Copy And (1) Photo Copy	Applicant / Client			
Remarks: To be downloaded from the PUP Student Information System Link: sis.pup.edu.ph/student/				
4. Endorsement letter from College Dean/Campus Director (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Colleges/Department			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the Endorsement letter form Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: https://pupsinta.freshservice.com/support/home https://drive.google.com/drive/folders/1qsDHExCFu47DJoYLXRwU1ut3sOUy196?usp=sharing	1. Monitor online request / Fill-out the Endorsement Letter Form	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Proceed to the College Dean for approval of cross-enrollment. Location: Institute of Technology, Dean's Office 2nd floor	2. Check the completeness of the required documents. Approve and release the letter for cross enrollment.	None	1 hour/s	<ul style="list-style-type: none"> College Dean; Institute of Technology
3. Go to the Campus/ Institute of Technology/ Open University System that offers the course to check for the availability of course. If available, secure approval from the Director/Academic Head/Registrar and get course details (program, year, section, schedule and room). Location:	3. Approve the cross enrollment form and provide the	None	1 working day/s	<ul style="list-style-type: none"> Director/Academic Head/Registrar; Campuses Director/Registrar; Institute of Technology

<ul style="list-style-type: none"> • Campuses • Institute of Technology, NDC Compound, Pureza St., Sta. Mesa, Manila, Philippines • Open University System, 4/F Ninoy Aquino Library and Learning Resources Center, A. Mabini Campus, Sta. Mesa, Manila 	details of availability of the course/s to be enrolled.			<ul style="list-style-type: none"> • Director/Registrar; Open University System
4. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Flr., South Wing, PUP Main Bldg.	4. Accept payment and issue official receipt.	Standard Fees Breakdown: Cross-Enrollment Fee: PHP 150 <hr/> Total: PHP 150	20 minute/s	<ul style="list-style-type: none"> • Cashier; Cash Receipt Section
5. Go to the Registrar and submit cross-enroll form for approval. Location: Institute of Technology, Registrar's Office 3rd floor. Office of the University Registrar, Ground Flr., South Wing, PUP Main Campus Campuses	5.1. Release approved cross-enrollment form and verify the completeness of the documents.	None	20 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology • Administrative Aide I-IV; Admission and Registration Services Section
	5.2. Issue Certificate of Cross-Enrollment		10 minute/s	<ul style="list-style-type: none"> • College Registrar; Institute of Technology • Administrative Aide I-IV; Admission and Registration Services Section
6. Proceed to Campus/Institute of Technology/Open University System for acknowledgement of cross-enrollment certificate. Location: Campuses Institute of Technology, NDC Compound, Pureza St., Sta. Mesa, Manila, Philippines Open University System, 4/F Ninoy Aquino Library and Learning Resources Center, A. Mabini Campus, Sta. Mesa, Manila	6. Approve and acknowledge the cross-enrollment certificate. Return the lower portion of the certificate of cross-enrollment to the student.	None	1 working day/s	<ul style="list-style-type: none"> • Director/Academic Head/Registrar/Administrative Aide; Campuses • College Registrar; Institute of Technology • Director/Registrar/Administrative Aide; Open University System • Administrative Aide I-IV; Admission and Registration Services Section
7. Proceed to college/department for tagging of course/s for cross enrollment. Location: Colleges/Department Institute of Technology, Chairperson's Office 1st floor.	7. Tag the courses and assessment of fees.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Colleges/Department • Department Chairperson; Institute of Technology
8. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	8. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	<ul style="list-style-type: none"> • Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend**Colleges/Department**

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education

- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

17. Processing of Student Enrollment during Adjustment Period

Process by which an individual registers to become an official student in the Institute of Technology during the date and time allotted to partake. Office-mediated enrollment is done with the Chairperson during the adjustment period.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. R0 Form Copy of Grades (1) Original Copy And (1) Photo Copy Remarks: https://www.pup.edu.ph/students/downloads	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit filled out R0 Form to the Chairperson's Office. Location: Institute of Technology, Chairperson's Office 1st floor.	1.1. Receive R0 for tagging of subjects.	None	1 minute/s	• Department Chairperson; Institute of Technology
	1.2. Search name of student in the SIS		1 minute/s	• Department Chairperson; Institute of Technology
	1.3. Evaluate grades and pre-requisites.		1 minute/s	• Department Chairperson; Institute of Technology
	1.4. Check subjects to tag/enroll.		2 minute/s	• Department Chairperson; Institute of Technology
	1.5. Sign/initial R0 processed and return processed R0 to the client.		1 minute/s	• Department Chairperson; Institute of Technology
2. Submit the R0 Form to the Registrar's Office Location: Institute of Technology, Registrar's Office 3rd floor.	2. Receive the processed R0 Form.	None	2 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
3. Sign the logbook Location: Institute of Technology, Registrar's Office 3rd floor.	3. Tag request as claimed .	None	2 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

18. Processing of Request for Credentials Service (Transcript Of Records)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the College Registrar and counter signed by an Administrative Staff. Clients can request for the following TOR:

- A. First Copy – is requested by new graduates after the graduation ceremony and submission of the required documents. A student who did not graduate may also request for first copy as requirement for readmission or for transfer to another school.
- B. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for specific purpose.
- C. Copy for Another School – is requested by a client who transferred to another school to pursue higher education provided the Certificate of Transfer Credential (Honorable Dismissal) has been requested by the client and must be acknowledged by the Registrar where the client is presently enrolled. If the TOR with remarks "Copy for" is already issued, the client can only request for another TOR for purposes of Board Examination, Employment and Promotion provided a "Certificate of No Objection" will be issued by the school where the "TOR copy for" was issued.

Office or Division:	Institute of Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and Alumni
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Request Form (1) Original Copy	Agency - Division: Institute of Technology - Registrar's Office
2. Proof of payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
For Situational Requirement	
A. For Newly Graduate Students	
A.1. Proof of graduate status (1) Original Copy	Applicant / Client
Remarks:	
Required documents downloadable thru Student Information System (SIS)	
Website: https://sis1.pup.edu.ph/	
<ul style="list-style-type: none"> • General Clearance • Certificate of Candidacy (COC) • Certificate of Conferment of Degree (Dummy) 	
A.2. Polytechnic University of the Philippines Identification Card (1) Original Copy	Applicant / Client
Remarks:	
To be surrendered	
A.3. 2x2 Toga Picture (Sample: 2 pcs.)	Applicant / Client
Remarks:	
2x2 Toga picture must be:	
<ul style="list-style-type: none"> • with hood and cap 	
<i>Engineering Graduates (Orange hood and tassel)</i>	
<i>Office Management and Information Technology (Yellow hood and tassel)</i>	
<ul style="list-style-type: none"> • white background 	
B. For Second Copy	

B.1. Transcript of Records
(1) Photo Copy

Applicant / Client

Sub Requirement**B.1.A. Diploma****B.1.A.1. Diploma**
(1) Photo Copy

Applicant / Client

B.2. 2x2 Picture
(Sample: 2 pcs.)

Applicant / Client

Remarks:

2x2 picture must be:

- wearing Formal Attire with collar
- white background

C. Second and succeeding copies with Remarks for another school**C.1. Transcript of Records**
(1) Photo Copy

Applicant / Client

Sub Requirement**C.1.A. Diploma****C.1.A.1. Diploma**
(1) Photo Copy

Applicant / Client

C.2. 2x2 Picture
(Sample: 2 pcs.)

Applicant / Client

Remarks:

2x2 picture must be:

- wearing Formal Attire with collar
- white background

C.3. Request Letter from other school
(1) Original Copy

Agency - Division: University / Colleges - Registrar's Office

Remarks:

Must indicate the request for Remarks.

D. For Undergraduate Students**D.1. Transfer of Credentials / Honorable Dismissal**
(1) Photo Copy

Applicant / Client

D.2. 2x2 Picture
(Sample: 2 pcs.)

Applicant / Client

Remarks:

2x2 picture must be:

- wearing Formal Attire with collar
- white background

E. When claiming documents, if immediate family member**E.1. Authorization Letter**

(1) Original Copy

Applicant / Client

Remarks:

Must duly signed by the requestor.

E.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

F. When claiming documents, if authorized representative**F.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing.

F.2. Valid ID of Claimant and Requestor

(1) Photo Copy

Applicant / Client

Remarks:

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;

9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through SINTA account / Get the request form. Location: Institute of Technology, Registrar's Office 3rd floor. Notes/Instruction: Website: https://pupsinta.freshservice.com/support/home	1.1. Monitor online request / Fill-out the Request Form.	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	1.2. Check the document requested for assessment.		5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
2. Pay the required fees. Location: Polytechnic University of the Philippines - Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Possible Fees Breakdown: DST: PHP 30 Transcript of Records Second copy (Graduate / with Remarks): PHP 350 Transcript of Records (Undergraduate / with Remarks): PHP 200	30 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section
3. Submit the original copy of official receipt with request form and required documents. Location: Institute of Technology, Registrar's Office 3rd floor.	3.1. Accept the request form and required documents with original copy of official receipt.	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	3.2. Check the completeness of documents.		5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	3.3. Indicate in the claim stub the release date of requested documents.		5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
4. Check SINTA account or email for any update or advisory from the Registrar's Office. Location: Website: https://pupsinta.freshservice.com/support/home	4.1. Accept application and required documents.	None	5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer - Casual; Institute of Technology
	4.2. Forward the request to the College Registrar.		4 working day/s	<ul style="list-style-type: none"> College Registrar; Institute of Technology
	4.3. Notify client when requested document/s is/are ready for release.		5 minute/s	<ul style="list-style-type: none"> Receiving and Releasing Officer

				- Casual; Institute of Technology
5. Pick-up the requested document, present the claim stub. Location: Institute of Technology, Registrar's Office 3rd floor.	5. Issue the requested document/s	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
6. Acknowledge receipt of the requested document and provide feedback for Client Satisfactory Survey / Sign the logbook. Location: Institute of Technology, Registrar's Office 3rd floor.	6. Tag request as claimed and automated client satisfactory survey will be sent to client.	None	5 minute/s	• Receiving and Releasing Officer - Casual; Institute of Technology
Total Processing Time:		Working Days: 4 working day/s, 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
<p>Possible Fees</p> <p>DST : 30 Transcript of Records Second copy (Graduate / with Remarks) : 350 Transcript of Records (Undergraduate / with Remarks) : 200</p>				

Intellectual Property Management Office

1. Copyright Application of Students' Research

This service facilitates the process of copyright registration of Undergraduate and Graduate academic works , including dissertations, feasibility studies, design prototypes, computer programs and software, audiovisual, cinematography works, literary and creative works to ensure the intellectual property of students.

Office or Division:	Intellectual Property Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. triplicate copy of copyright application form duly notarized

(3) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

one application form should have a documentary stamp

2. documentary stamp

(1) Original Copy

Applicant / Client

Remarks:

1 documentary stamp should be paste/attached to the 2nd page of one of the three copyright application forms

3. Approval Sheet

(1) Photo Copy

Applicant / Client

Remarks:

approval sheet should be duly signed by all the signatories (adviser, panelist, chairperson, dean)

4. Receipt of copyright payment

(1) Original Copy

Applicant / Client

Remarks:

pay at the Fund Management Office (Cashier) at windows 3-5

5. Record of Copyright application

(1) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

6. Certificate of copyright application

(2) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

7. Full Manuscript/Thesis/Research

(3) Electronic Copy

Applicant / Client

Remarks:

the final/approved academic works (thesis/research/dissertation)should be applied for copyright

For Situational Requirement

A. if with co author

A.1. triplicate copy of copyright application form duly notarized

(3) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

one application form should have a documentary stamp

A.2. documentary stamp

(1) Original Copy

Applicant / Client

Remarks:

1 documentary stamp should be paste/attached to the 2nd page of one of the three copyright application forms

A.3. Approval Sheet

(1) Photo Copy

Applicant / Client

Remarks:

approval sheet should be duly signed by all the signatories (adviser, panelist, chairperson, dean)

A.4. Receipt of copyright payment

(1) Original Copy

Applicant / Client

Remarks:

pay at the Fund Management Office (Cashier) at windows 3-5

A.5. Record of Copyright application

(1) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

A.6. Certificate of copyright application

(2) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

A.7. Full Manuscript/Thesis/Research

(3) Electronic Copy

Applicant / Client

Remarks:

the final/approved academic works (thesis/research/dissertation)should be applied for copyright

A.8. Co-Authorship Agreement

(3) Original Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

www.pup.edu.ph/research/ipmo/

notarized co-authorship agreement shoul be submitted

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all the required documents Location: IPMO at S-407, Southwing Notes/Instruction:	1. Evaluation of documents submitted issuance of certificate of copyright application	Standard Fees Breakdown: copyright application fee: PHP 300	8 hour/s	• Administrative staff; Intellectual Property Management Office

<i>Please double check all the required documents posted outside our office before submission</i>	Total: PHP 300		
Total Processing Time:	Working Days: 8 hour/s		
Total Processing Fee:	Total Standard Fee: PHP 300		

2. Patent/Utility Model/Trademark/Industrial Design Application of Students

This service facilitates the evaluation, drafting, and filing of patents, utility models, trademarks, and industrial designs of Undergraduate and Graduates Students

Office or Division:	Intellectual Property Management Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. application for Patent/Utility Model/Industrial design/Trademark (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office		
Remarks: Forms can be downloaded from the PUP website www.pup.edu.ph - under Research – Intellectual Property Management Office or go to this link www.pup.edu.ph/research/ipmo/				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all duly accomplished copyright application forms and Utility Model/Patent/ Trademark/ Industrial design forms with the manuscript in publication format as stipulated in copyright procedure. Location: S-407 Southwing Building PUP Mabini Campus Notes/Instruction: <i>Face to face transaction</i>	1. Evaluation of requirements	None	6 hour/s	<ul style="list-style-type: none"> Technical expert; Innovations and Technology Support Office
2. Submit a copy of Certificate of Copyright Location: S-407 Southwing Building, PUP Mabini Campus Notes/Instruction: <i>Face to face transaction</i>	2. confirmation of certificate	None	1 hour/s	<ul style="list-style-type: none"> Technical expert; Innovations and Technology Support Office
3. Wait for the release of the acknowledgement certificate. Location: S-407 Southwing Building PUP Mabini Campus Notes/Instruction: <i>face to face transaction</i>	3. issuance of acknowledgement certificate to the client	None	1 hour/s	<ul style="list-style-type: none"> technical expert; Innovations and Technology Support Office
Total Processing Time:		Working Days: 8 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Similarity Check Certification Services for Students

This service facilitates the final checking of similarity and issuance of certificates of originality of the thesis and dissertation of the University's master's and doctorate graduates to ensure original works and free from plagiarism. This service uses advanced technology to compare the submitted work with a vast database of academic content, identifying any potential matches or similarities.

Office or Division:	Intellectual Property Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Soft copy of initial result (15% and below for masteral and doctoral theses and dissertation) (20% and below for undergraduate theses/research) from chapters 1-5
 (1) Electronic Copy

Remarks:

email at ipmo@pup.edu.ph

Applicant / Client

2. originality check form
 (1) Electronic Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

Please secure the form to IPMO administrative staff at S-407, Southwing building

3. Receipt of payment
 (1) Electronic Copy

Agency - Division: PUP - Fund Management Office

Remarks:

Please pay the amount of five hundred pesos (Php 500.00) at Fund Management Office (Cashier)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete requirements Location: email at ipmo@pup.edu.ph Notes/Instruction: <i>if incomplete requirements (e.g no signature, no attached manuscript in the result,no receipt) subject for resubmission.</i>	1. evaluation of the submitted requirements issuance of originality check certificate	Standard Fees Breakdown: originality check fee: PHP 500 <hr/> Total: PHP 500	8 hour/s	<ul style="list-style-type: none"> Administrative Staff; Intellectual Property Management Office Director;
General Remarks				
kindly email at ipmo@pup.edu.ph with the complete requirements.				
Total Processing Time:		Working Days: 8 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

Laboratory High School (LHS)

1. Processing of Application for PUP Laboratory High School Entrance Examination (LHSEE)

The service is for LHSEE applicants who submitted their application online through PUP iApply. The LHS Registrar's Office evaluates the submitted credentials, validates payment, and issues ePermit to take the exam.

Office or Division:	Laboratory High School (LHS)							
Category:	External Service							
Classification:	Complex							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Incoming Grade 7 Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Latest report card which reflects the name and grades of the student, saved as JPEG (.jpg or .jpeg) with file size not more than 500 kilobytes (1) Electronic Copy	Applicant / Client							
2. 3. Valid Learner Reference Number (LRN) (1) Original Copy	Applicant / Client							
3. 4. Soft copy of 2 x 2-inch colored photo with white background and name tag, saved as JPEG (.jpg or .jpeg), with filesize not more than 300 kilobytes (1) Original Copy	Applicant / Client							
For Situational Requirement								
A. Situational Requirement								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. 1. Apply online via PUP iApply (https://www.pup.edu.ph/iapply/lhsee.aspx) Location: online	1. 1.1. Evaluate the credentials submitted by the applicant 1.1.1 An applicant who is able to comply with all the requirements, will be allowed to generate and download the Payment Voucher 1.1.2 Applicant who did not comply with all the requirements will not be allowed to proceed with the application. The reason for disqualification will be displayed on the screen.	None	2 hour/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office 				
2. 2. Pay Application Fee to the PUP Cahier's Office Location: PUP Main Campus, Cashier's Office	2. Evaluate photo of the paid applicant and issue ePermit 2.1.1 An applicant who complied with the photo requirements will be allowed to generate and download the ePermit 2.1.2 An applicant who did not comply with the photo requirements will be asked to re-upload the correct photo before downloading the ePermit	Standard Fees Breakdown: Examination Fee: PHP 100 <hr/> Total: PHP 100	1 working day/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office 				
3. 3. Claim ePermit. Location: PUPLHS Registrar's Office	3. 3. Accommodate any inquiries related to the examination schedule	None	2 hour/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office 				
Total Processing Time:		Working Days: 1 working day/s, 4 hour/s						
Total Processing Fee:		Total Standard Fee: PHP 100						

2. Processing Admission of Incoming Grade 7 Students

This service is for incoming Grade 7 students who finished and passed the entire LHS Admission Process (LHSEE, Psychological Exam, and Interview).

Office or Division:	Laboratory High School (LHS)	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Students	
Operating Hours:	Others	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (Sample: 1 1)	Applicant / Client	
Remarks:		
https://apps.pup.edu.ph/appointment		
2. 2. Route and Approval Slip (RAS) (Printed in Color, Long Bond Paper) (1) Original Copy	Applicant / Client	
Remarks:		
https://www.pup.edu.ph/iapply/results/lhsee		
3. 3. Learner's Reference Number (LRN) (1) Original Copy	Applicant / Client	
Remarks:		
Previous School		
4. 4. Accomplished Student Profile Sheet (1) Original Copy	Applicant / Client	
Remarks:		
https://www.pup.edu.ph/iapply/results/lhsee		
5. 5. Original Elementary SF-9 (Formerly F-138 or Report Card) (1) Original Copy	Applicant / Client	
Remarks:		
Previous School		
6. 6. Certificate of Good Moral Character (1) Original Copy	Applicant / Client	
Remarks:		
Previous School		
7. 7. Original PSA Birth Certificate (1) Original Copy	Applicant / Client	
Remarks:		
Philippine Statistics Office		
8. 8. Two (2) pcs. 2x2 inch. photo on white background with name plate at the chest area. (1) Original Copy	Applicant / Client	
Remarks:		
Photo studio of choice		

9. 9. Current Chest X-Ray Result w/ Film

(1) Original Copy

Applicant / Client

Remarks:

Hospital of choice

10. 10. Long Brown Envelope (nothing should be written on it)

(Sample: 1 1)

Applicant / Client

Remarks:

Store of choice

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Come on the assigned schedule and present all the admission requirements Location: LHS Registrar's Office	1. 1.1. Receive the submitted documents and evaluate 1.2. Tag student in the Student Information System (SIS) and signs Route and Approval Slip (RAS) once submitted documents are verified	None	5 minute/s	• LHS Registrar; LHS Registrar's Office
2. 2. Secure a Medical Clearance Location: LHS Registrar's Office	2. 2.1. Receive submitted X-Ray Results with Film and issues Patient Profile Sheet for student to fill out 2.2. Get and record student's vital signs 2.3. Endorse the student for routine check-up 2.4. Conduct physical examination of the student. If the student is physically fit, he/she will be issued a Medical Clearance 2.5. Sign on the RAS Form	None	13 minute/s	• LHS Registrar; LHS Registrar's Office
3. 3. Secure a Dental Clearance. Location: Medical and Dental Office	3. 3.1. Issue Patient Profile Sheet for student to fill out 3.2. Endorse the student for routine check-up 3.3. Conduct dental examination of the student, and issue a Dental Clearance 3.4. Signs on the RAS Form	None	10 minute/s	• Medical and Dental Aide on duty; Laboratory High School (LHS)
4. 4. Request to be tagged in SIS Location: LHS Registrar's Office	4. 4.1. Tag the student in SIS 4.2. Sign on the RAS Form	None	3 minute/s	• LHS Registrar; LHS Registrar's Office
5. 5. Claim Admission Slip and Request for F-137 Location: LHS Registrar's Office	5. 5.1. Issue Admission Slip and Request for F-137 5.2. Sign on the RAS Form 5.3. Give additional instructions as needed	None	5 minute/s	• LHS Registrar; LHS Registrar's Office
Total Processing Time:		Working Days: 36 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing of Enrolment of New Grade 7 Students

This service is for incoming freshmen students who completed the entire Pre-Enrollment process.

Office or Division:	Laboratory High School (LHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)** Applicant / Client
 (1) Original Copy

Remarks:

<https://apps.pup.edu.ph/appointment>

- 2. 2. Route and Approval Slip (RAS)** Applicant / Client
 (1) Original Copy

Remarks:

<https://www.pup.edu.ph/iapply/results/lhsee>

- 3. 3. Original Elementary SF-10 (Formerly F-137 or Transcript of Records)** Applicant / Client
 (1) Original Copy

Remarks:

Previous School

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Come on the assigned schedule and present all requirements. Location: LHS Registrar's Office	1. 1.1. Receive the submitted documents 1.2. Assess fees	None	3 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
2. 2. Pay the assessed fees indicated in the SIS Location: PUP Main Campus, Cashier's Office	2. Accept payment and issue an Official Receipt	Standard Fees Breakdown: Tuition Fee: PHP 800 <hr/> Total: PHP 800	9 minute/s	<ul style="list-style-type: none"> Cashier's Office ; LHS Registrar's Office
3. 3. Claim Registration Card (RC). Location: Releasing Staff Registrar's Office, Laboratory High School, PUP Mabini Campus, Sta. Mesa, Manila	3. 3.1. Receive the Official Receipt (OR) 3.2. Print Registration Card (RC) 3.3. Stamp OR and RC as officially registered 3.4. Release OR	None	5 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
Total Processing Time:		Working Days: 17 minute/s		

Total Processing Fee:

Total Standard Fee:

PHP 800

4. Processing of Request for Credentials (SF 10 or Transcript of Records, Certification, Diploma)

This service is provided to currently enrolled and graduated students who requested for any scholastic record and certification for whatever purpose it may serve.

Office or Division:	Laboratory High School (LHS)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and Alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. 1. Accomplished Document Request Form (1) Original Copy	Agency - Division: Laboratory High School - PUP			
2. 2. Letter of Request (1) Original Copy	Agency - Division: Laboratory High School - PUP			
3. 3. Proof of Payment (1) Original Copy	Agency - Division: Laboratory High School - PUP			
4. 4. Documentary Stamp (Sample: 1 1)	Applicant / Client			
Remarks: Store of Choice Authorized to Sell				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Logbook Location: LHS Registrar's Office	1. Ask client to sign in the logbook	None	3 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
2. Present proof of payment Location: LHS Registrar's Office	2.1. Get the Official Receipt (OR)	None	1 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	2.2. Give release date of documents		1 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
3. Pay for the corresponding fees on the Payment Slip Location: PUP Cashier's Office, Ground floor South Wing, PUP Mabini Campus	3. Accept payment and issue an Official Receipt	Possible Fees Breakdown: Transcript of Record (TOR): PHP 100 Documentary Stamp: PHP 30	10 minute/s	<ul style="list-style-type: none"> Cashier Officer; Fund Management Office
4. Submit necessary requirements Location: LHS Registrar's Office	4.1. Receive the documents	None	1 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	4.2. Evaluate Received documents		1 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	4.3. Give Payment Slip		1 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's

5. Claim and acknowledge receipt of the requested document Location: LHS Registrar's Office	5.1. Verify the documents presented	None	2 minute/s	• LHS Registrar; LHS Registrar's Office				
	5.2. Issue the requested document for release		1 minute/s	• LHS Registrar; LHS Registrar's Office				
6. Wait for update or advisory from LHS Registrar's Office Location: LHS Registrar's Office	6.1. Process requested document and issue advisory and updates whenever necessary	None	20 minute/s	• LHS Registrar; LHS Registrar's Office				
	6.2. Have document signed by all signatories		1 working day/s, 5 hour/s	• LHS Registrar; LHS Registrar's Office				
	6.3. Notify the client when document is ready for release		10 minute/s	• LHS Registrar; LHS Registrar's Office				
7.Claiming								
If representative is an immediate family member 7.A.Present authorization letter and valid ID of the client Location: LHS Registrar's Office	7.A. Issue the requested document for release	None	3 minute/s	• LHS Registrar; LHS Registrar's Office				
If the representative is not an immediate family member 7.B.Present Special Power of Attorney (SPA), valid ID of the client and representative Location: PUP Laboratory High School	7.B. Issue the requested document for release	None	3 minute/s	• LHS Registrar; LHS Registrar's Office				
8. Acknowledge receipt of the requested TOR Location: PUP Laboratory High School	8. instruct claimant to sign in logbook	None	2 minute/s	• LHS Registrar; LHS Registrar's Office				
Total Processing Time:								
*For If representative is an immediate family member	Working Days: 1 working day/s, 5 hour/s, 56 minute/s							
*For If the representative is not an immediate family member	Working Days: 1 working day/s, 5 hour/s, 56 minute/s							
Total Processing Fee:								
*For If representative is an immediate family member	Total Standard Fee: None See other fees below							
*For If the representative is not an immediate family member	Total Standard Fee: None See other fees below							
Possible Fees								
Transcript of Record (TOR) : 100 Documentary Stamp : 30								

5. Processing of Enrollment for Old Students (Grade 8-10)

This service processes the enrollment of students who finished and passed their previous Grade Levels.

Office or Division:	Laboratory High School (LHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)** (1) Original Copy Applicant / Client

Remarks:

<https://apps.pup.edu.ph/appointment>

- 2. 2. Previous Report Card with complete parent signature (Original)** (1) Original Copy Applicant / Client

Remarks:

Previous Grade Level Class Adviser

- 3. 3. Signed and Notarized Waiver (if the student is under academic or conduct probation)** (1) Original Copy Applicant / Client

Remarks:

Previous Grade Level Class Adviser

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Come on assigned schedule and present all requirements. Location: LHS Registrar's Office	1. Receive the submitted documents 1.2. Assess fees	None	2 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
2. 2. Pay for the assessed fees indicated in the SIS Location: Cash Receipts Officer Fund Management Office, South Wing, Ground Floor, Main Building, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue an Official Receipt	Standard Fees Breakdown: Tuition Fee: PHP 778 <hr/> Total: PHP 778	15 minute/s	<ul style="list-style-type: none"> Cash Receipts Officer; Fund Management Office
3. Present the Official Receipt to the LHS Registrar's Office Location: Registrar's Office, Laboratory High School, PUP Mabini Campus, Sta. Mesa, Manila	3. Get the Official Receipt (OR) 3.2. Print Registration Card (RC) 3.3. Stamp OR and RC with "Officially Registered"	None	2 minute/s	<ul style="list-style-type: none"> Releasing. Staff; LHS Registrar's Office
4. Claim Registration Card (RC) Location: Releasing. Staff Registrar's Office, Laboratory High School, PUP Mabini	4. Release RC and OR	None	2 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
Total Processing Time:	Working Days: 21 minute/s			
Total Processing Fee:	Total Standard Fee:			

6. Processing of Student Clearance LHS Principal's Office

This service is provided to currently enrolled and graduating students of Laboratory High School to ensure they are clear of any obligations from the LHS Principal's Office. Student clearance is a permission of every student to proceed to another school year, which the student must comply with all the requirements set by their subject teachers, student organizations, and the school administrators.

Office or Division:	Laboratory High School (LHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)** (1) Original Copy Applicant / Client

Remarks:

<https://apps.pup.edu.ph/appointment>

- 2. 2. Clearance form with complete signature from the subject teachers, student organizations, Accounting Office, Library, and Guidance Office.** (1) Original Copy Applicant / Client

Remarks:

Class Adviser

- 3. 3. Admission Documents requested by the Registrar** (1) Original Copy Applicant / Client

Remarks:

Previous School, PSA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook Location: Principal's Office	1. Ask the Client to sign the logbook	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff, Principal; LHS Principal's Office
2. Class President submit all the requirements of the entire section. Location: Principal's Office- Laboratory High School	2.1. Receive and evaluate Clearance and other documents	None	11 minute/s	<ul style="list-style-type: none"> Administrative Staff, Principal; LHS Principal's Office PUP Laboratory High School- Principal's Office; LHS Principal's Office
	2.2. Endorse received documents to Principal		5 minute/s	<ul style="list-style-type: none"> Principal; LHS Principal's Office
	2.3. Sign the Clearance form		5 minute/s	<ul style="list-style-type: none"> Principal; LHS Principal's Office
	2.4. Release the signed Clearance form		5 minute/s	<ul style="list-style-type: none"> Principal; LHS Principal's Office
	2.5. Record the release of signed Clearance form in the logbook		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; LHS

				Principal's Office
3. Claim the signed clearance Location: Principal's Office- PUP Laboratory High School	3. Release the signed clearance	None	2 minute/s	<ul style="list-style-type: none">Administrative Staff; LHS Principal's Office
Total Processing Time:	Working Days: 40 minute/s			
Total Processing Fee:	Total Standard Fee: None			

7. OJT Deployment

This service is provided to all Grade-10 students of Laboratory High School. As part of LHS Curriculum/Office Procedure, students are required to render 150 hours of On-The-Job Training. This is under the supervision of the subject teacher.

Office or Division:	Laboratory High School (LHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Grade-10 Students of the LHS
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Notarized Waiver Signed by Parents (1) Original Copy	Agency - Division: Faculty - Laboratory High School			
Remarks: Document to be secured from the Subject Teacher				
2. Letter of Intent for identified Training Station and recommendation from the subject teacher (1) Original Copy	Agency - Division: Faculty - Laboratory High School			
Remarks: Subject teacher shall provide a template of the letter of intent.				
3. Medical Clearance (1) Original Copy	Agency - Division: Medical Clinic - University Medical Services			
4. Memorandum of Agreement (1) Original Copy	Agency - Division: Laboratory High School - Laboratory High School			
Remarks: This document (along with the other requirements per EO 33, s. 2024) shall be presented if the OJT will be conducted outside the campus.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign on the logbook Location: Laboratory High School	1. Ask the client to sign on the logbook	None	1 minute/s	<ul style="list-style-type: none"> Administrative Staff, Principal's Office; LHS Principal's Office
2. Submit the requirements Location: Laboratory High School	2.1. Receive and evaluate submitted document/s is/are complete and sufficient	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff, Principal's Office; LHS Principal's Office
	2.2. Endorse complete submitted document/s to the Principal		2 minute/s	<ul style="list-style-type: none"> Administrative Staff, Principal's Office; LHS Principal's Office
	2.3. Receive submitted documents		2 minute/s	<ul style="list-style-type: none"> Principal; LHS Principal's Office
	2.4. Approve and sign submitted document/s		5 minute/s	<ul style="list-style-type: none"> Principal; LHS Principal's Office

	2.5. Endorse the approved and signed document/s for release		2 minute/s	• Principal; LHS Principal's Office
	2.6. Record the endorsed documents on the logbook		3 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office
3. Claim the signed documents Location: Laboratory High School	3. Release submitted documents	None	2 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

8. Processing of Request for Field Study / Practice Teaching Accommodation

The service is for Education Students from PUP and other Universities. The LHS Principal's Office evaluates the submitted request and endorses it to concerned faculty member for accommodation.

Office or Division:	Laboratory High School (LHS)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty and Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (1) Original Copy		Agency - Division: https://apps.pup.edu.ph/appointment - Laboratory High School		
2. Letter of Intent (1) Original Copy		Agency - Division: Course Professor/Adviser/Coll./Dean/Chairperson - Laboratory High School		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook Location: Laboratory High School	1. Ask the client to sign the logbook	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
2. Submit Letter of Intent signed by the requesting party and with recommendation from the Coll. Dean/Chairperson Location: Laboratory High School	2.1. Received and evaluate the letter of intent	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
	2.2. endorse the letter of intent to LHS Principal for approval		3 minute/s	<ul style="list-style-type: none"> Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
	2.3. Received the letter of intent for approval and recommendation		2 minute/s	<ul style="list-style-type: none"> Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)

	2.4. Release the letter of intent		2 minute/s	• Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
	2.5. Record the release of the Letter of Intent in logbook		1 minute/s	• Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
3. Claim the Letter of Intent Location: Laboratory High SchoolFaculty Members	3. Release the Letter of Intent	None	2 minute/s	• Faculty Member Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
4. Endorse the approved request to the faculty member assigned as Practice Teaching Trainer/Supervisor Location: aboratory High School	4. Accept the endorsement	None	5 minute/s	• Administrative Staff Principal's Office, Laboratory High School, Mabini Campus, Sta. Mesa, Manila; Laboratory High School (LHS)
General Remarks Gate Pass through the PUP Visitor Appointment and Scheduling System				
Total Processing Time:	Working Days: 19 minute/s			
Total Processing Fee:	Total Standard Fee: None			

9. Processing of Student Clearance LHS Registrar's Office

This service is provided to currently enrolled and graduating students of Laboratory High School to ensure they are clear of any obligations from the Registrar's Office. Student clearance is a permission of every student to proceed to another school year, which the student must comply with all the requirements set by their subject teachers, student organizations, and the school administrators.

Office or Division:	Laboratory High School (LHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. 1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS) (1) Original Copy	Applicant / Client
Remarks: https://apps.pup.edu.ph/appointment	
2. 2. Clearance form with complete signature from the subject teachers, student organizations, Accounting Office, Library, and Guidance Office. (1) Original Copy	Applicant / Client
Remarks: Class Adviser	
3. 3. Admission Documents requested by the Registrar (1) Original Copy	Applicant / Client
Remarks: Previous School, PSA	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook Location: Registrar's Office	1. Ask the Client to sign the logbook	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; LHS Registrar's Office
2. Class President submit all the requirements of the entire section. Location: LHS Registrar's Office	2.1. Receive and evaluate Clearance and other documents	None	11 minute/s	<ul style="list-style-type: none"> Administrative Staff; LHS Registrar's Office
	2.2. Endorse received documents to Principal		5 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	2.3. Sign the Clearance form		5 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	2.4. Release the signed Clearance form		5 minute/s	<ul style="list-style-type: none"> LHS Registrar; LHS Registrar's Office
	2.5. Record the release of signed Clearance form in the logbook		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; LHS Registrar's Office

3. Claim the signed clearance Location: LHS Registrar's Office	3. Release the signed clearance	None	2 minute/s	• Administrative Staff; LHS Registrar's Office
Total Processing Time:	Working Days: 40 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Marcelo H. Del Pilar Campus

1. Management of Function Rooms and Other Event Venues Utilization Services.

This process is to facilitate the use of function rooms such as Manila room that can accommodate 300 pax, Cebu room that can accommodate 70 pax and Cafe Hasmin that can accommodate 50 pax.

Office or Division:	Marcelo H. Del Pilar Campus
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Clients Students and Employees and other stakeholders.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

Letter of intent addressed to the Hostel Manager.

Specify the purpose of event, people involved, schedule of event and unique features of the event.

2. Event Venue Reservation and Agreement Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter of Intent and Accomplished Venue Reservation and Agreement Form No.009 Location: Hostel Management Office	1. Accept the Letter of Intent; Copy of the Program of Activities from client; Venue Reservation and Agreement Form No.009	None	5 minute/s	<ul style="list-style-type: none"> Administrative aide VI; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Administrative aide I; Marcelo H. Del Pilar Campus
2. Secure approval for the Utilization of Function rooms & other Event venues Location: Hostel Management Office	2. Approval of Application for the utilization of Function Rooms and other Event Venues.	None	15 minute/s	<ul style="list-style-type: none"> Hostel Manager; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Administrative Aide 6; Marcelo H. Del Pilar Campus
3. Assessment of Fees and Issuance of Order of Payment Location: Hostel Management Office Notes/Instruction: <i>Pay the required fees at the Fund Management Office (Ground Floor South Wing).</i>	3. 3.1 Issuance of Order of Payment	Possible Fees Breakdown: Rental fee per Hour: PHP 1000	5 minute/s	<ul style="list-style-type: none"> Administrative Aide 6; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Hostel Manager; Marcelo H. Del Pilar Campus

<p>4. Present the original receipt to Hostel Management Office Location: Hostel Management Office Notes/Instruction: <i>1 Photocopy of original receipt, bring original for verification.</i></p>	<p>4. Accept and verify original receipt from the client.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus • Hostel Management Office; Marcelo H. Del Pilar Campus
<p>5. Receipt of Approval Slip for function room & event venue utilization Location: Hostel Management Office</p>	<p>5. Issue Approval Slip for the utilization of function room and other event venues</p>	<p>None</p>	<p>6 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
<p>6. Submit list of materials and equipment that shall be bring and use during the activity Location: On the day or prior to the date of the event.</p>	<p>6. Approval and checking of Materials and equipment listed.</p>	<p>None</p>	<p>8 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide 3; Marcelo H. Del Pilar Campus • Safety Officer; Marcelo H. Del Pilar Campus
<p>7. Issuance of clearance slip. Location: Hostel Management Office Notes/Instruction: <i>After the conduct of the event.</i></p>	<p>7. Checking of Materials and equipment. Issuance of Clearance Slip.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Safety Officer; Marcelo H. Del Pilar Campus • Administrative Aide 6; Marcelo H. Del Pilar Campus
Total Processing Time:		Working Days: 59 minute/s		
Total Processing Fee:		<p>Total Standard Fee: None See other fees below</p>		
<p>Possible Fees Rental fee per Hour : 1000</p>				

2. Management of Female Student Dormitory Residency

This process is to facilitate the evaluation of documents needed for qualified female student in the dormitory

Office or Division:	Marcelo H. Del Pilar Campus
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Female students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Letter of intent

(1) Original Copy

Applicant / Client

Remarks:

Address your letter of intent to the Hostel Manager.

Specify your main reason for the dormitory application.

Mention your current year and field of study.

Mention your original residence address.

2. Parent's or Guardian Consent

(1) Original Copy

Applicant / Client

Remarks:

Address your parent's or guardian consent to the Hostel Manager.

3. Latest Income Tax Return of Parent or Guardian

(1) Original Copy

Agency - Division: Department of Finance - Bureau of Internal Revenue

4. Barangay Certificate of residence outside Metro Manila

(1) Original Copy

Applicant / Client

Remarks:

Submit an updated barangay certificate of residence that proves your provincial residency.

5. Photocopy of Registration Certificate

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Admission's Office

Remarks:

Submit the most recent registration certificate.

6. Valid University ID

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services

Remarks:

Bring the original Identification card and a photo copy.

7. 2 copies 2 x 2 colored pictures (record file) / 2 copies 1 x 1 colored pictures (Gate Pass)

(1) Original Copy

Applicant / Client

Remarks:

Bring your recent colored photograph.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Letter of Intent and Parent or Guardian Letter of Consent Location:	1. Accept the letter of intent and Parent or Guardian Letter of Consent.	None	5 minute/s	• Administrative Aide 6; Marcelo H. Del

Hostel Management Office (in person) hasminhostel@pup.edu.ph (email) Notes/Instruction: <i>Submission of Letter of Intent can be done personally or via email at hasminhostel@pup.edu.ph</i>				Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
2. Fill up Application for Student Dormitory Residency Form No.001 and Student Information Sheet Form No.002 Location: Hostel Management Office	2. Issuance of application form for student Dormitory Residency and Student Information Sheet	None	5 minute/s	• Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
3. Submit all necessary requirements Location: Hostel Management Office	3.1. Accept all necessary requirements	None	7 minute/s	• Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
	3.2. Issuance of Referral letter for Psychological Evaluation		3 minute/s	• Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
4. Secure the psychological evaluation result form the Office of the Counseling and Psychological services Location: Hostel Management Office	4. Secure the psychological evaluation result form the Office of the Counseling and psychological services	None	1 working day/s	• Assistant Hostel Manager; Marcelo H. Del Pilar Campus • Hostel Manager; Marcelo H. Del Pilar Campus
5. Interview of the Applicant Location: Hostel Management Office Notes/Instruction: <i>Responsible person will explain the major reasons if applicant failed to meet the necessary requirements.</i>	5.1. Conduct interview. Approval of the application for student dormitory residency.	Possible Fees Breakdown: Rental fee: PHP 1100 Water fee: PHP 100	15 minute/s	• Hostel Manager; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
	5.2. Issuance of order of payment for 2 months deposit and 1 month advance		5 minute/s	• Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
6. Present Official Receipt Location: Hostel Management Office Notes/Instruction: <i>Submit Photocopy of Official Receipt</i>	6. Accept and verify the Photocopy of Official Receipt from the client	None	5 minute/s	• Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
7. Signing of Contract of Lease Location: Hostel Management Office	7. Discussion of the Contract of Lease and Hostel Dormitory Rules and Regulations	None	15 minute/s	• Hostel Manager ; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus

8. Move-In and inspection Location: Hostel Management Office	8. Checking of allowable personal belongings, electronic appliances. Issuance of Move-In Permit. Issuance of Room Keys for client duplication	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide 6; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
Total Processing Time:		Working Days: 1 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees Rental fee : 1100 Water fee : 100				

3. Management of Transient Guest Accommodation

This process is for the reservation and accommodation of Hostel Transient Guest on a per night basis.

Office or Division:	Marcelo H. Del Pilar Campus
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	General Clients, students, employees, visiting relatives of tenant.
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

Letter of Intent is addressed to the Hostel Management Office

Explain the primary reason for your overnight stay briefly.

2. Transient Guest Application Form and Information Sheet Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus Hostel Management Office
3. Government valid Identification Card

Polytechnic University of the Philippines Identification card.

Driver's license.

Unified Multi-Purpose Identification card.

Other government valid Identification card.

Valid Passport and visa for Foreign guest.

Remarks:

Provide two government valid identification card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. In person or Online submission of letter of intent for reservation of Transient Guest Room. Location: Polytechnic University of the Philippines - Hasmin Hostel Building, Marcelo H. Del Pilar Campus Sta. Mesa, Manila City Hasminhostel@pup.edu.ph	1. Entertain walk in applicants. Check office e-mail and instruct next step.	None	9 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Hostel Manager; Marcelo H. Del Pilar Campus
2. Accomplish Transient Guest Application and Information Sheet Form No.004 and present appropriate documents Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	2.1. Accept and evaluate Accomplished Transient Guest Application Form and appropriate documents required.	None	8 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Hostel Manager; Marcelo H. Del Pilar Campus
	2.2. Prepare and Issue Order of Payment		4 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus

				<ul style="list-style-type: none"> Assistant Hostel Manager; Marcelo H. Del Pilar Campus Hostel Manager; Marcelo H. Del Pilar Campus 	
<p>3. Present the original receipt to Hostel Management Office Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City Notes/Instruction: <i>Bring 1 photocopy of official receipt for office file.</i></p>	3.1. Verify the original receipt and accept the photo copy from the client	None	4 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
	3.2. Assign a transient room with check-in form and room key to the guest		6 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
4. Check in to the assigned guest room Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	4. Accompany transient guest to the assigned guest room	None	10 minute/s	<ul style="list-style-type: none"> Housekeeper; Marcelo H. Del Pilar Campus Administrative Aide; Marcelo H. Del Pilar Campus 	
<p>5. Surrender transient room key at the Hostel Management Office upon Checking out. Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City</p>	5.1. Hostel Management Office will order the housekeeper for room inspection	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Housekeeper; Marcelo H. Del Pilar Campus 	
	5.2. Issue check-out slip form to the guest		5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
Total Processing Time:	Working Days: 1 hour/s, 1 minute/s				
Total Processing Fee:	Total Standard Fee: None				

4. Hostel Housekeeping Management Service

Provide Housekeeping Services to Guests and Regular tenants to maintain an organized dormitory and guest rooms.

Office or Division:	Marcelo H. Del Pilar Campus
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students, Faculty and Administrative Employee tenants and guests.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Housekeeping Service Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus Hostel Management Office

2. Job Order Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus Hostel Management Office

Remarks:

To be filled up by Administrative aide.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Notify housekeeper for the services needed. Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	1. Issue a Housekeeping services form	None	5 minute/s	<ul style="list-style-type: none"> • Housekeeper; Marcelo H. Del Pilar Campus • Administrative Aide; Marcelo H. Del Pilar Campus 	
2. Accomplish a Housekeeping services form Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	2.1. Assess and process the request for Housekeeping Services	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
	2.2. Issue a Job Order for Housekeeping Services		4 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
3. Evaluate the housekeeping service performed Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	3.1. Retrieve the client feedback form	None	3 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 	
	3.2. Encode the client feedback form		6 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus 	
Total Processing Time:	Working Days: 23 minute/s				
Total Processing Fee:	Total Standard Fee: None				

Medical Services Department

1. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation)

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students/Dependents
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. University ID or Registration Card

Identification Card or Current Registration Card - Issued by PUP

Remarks:

Student Identification Card or Current Registration Card to be presented must be issued by PUP

For Situational Requirement

A. Situational Requirement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Patient reach out for consultation through PUP Medical and Dental Facebook Page and/or PUP SINTA. Patient answers the basic information needed for consultation and answers the consent form, then send the screenshot of the acknowledgement receipt to the administrator. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com/support/home</p>	<p>1. Receives and acknowledges the consultation request online, then ask for basic information details of the patient.</p>	None	10 minute/s	<ul style="list-style-type: none"> • Nurse I; Any of requesting office / division • Nurse II; Any of requesting office / division • Dental Aide - Administrative Aide IV/VI; Dental Section
<p>2. Patients receives the message that he/she will be referred. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com/support/home</p>	<p>2. Informs the patient that he/ she will be referred, and then sends the online request for consultation and the information of patient to the assigned nurse or dental aide.</p>	None	5 minute/s	<ul style="list-style-type: none"> • Nurse I; Any of requesting office / division • Nurse II; Any of requesting office / division • Dental Aide - Administrative Aide IV/VI; Dental Section

<p>3. Patient will answer the questions asked by the dental aide. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/</p> <p>PUP SINTA https://pupsinta.freshservice.com/support/home</p>	<p>3.1. Acknowledges the receipt of the online request for consultation and interview the patient regarding the history and details of the consultation request.</p>	None	10 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
	<p>3.2. Refers the patient to assigned dentist, forward the acknowledgement receipt with patient's consultation details.</p>		5 minute/s	• Dental Aide IV/VI; Dental Section
<p>4. Patient proceeds to the consultation: Answers the questions of the dentist, receives the prescription of medicines, request for X-ray if necessary, home care instructions or schedule of follow-up if needed/ End of online consultation. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/</p> <p>PUP SINTA https://pupsinta.freshservice.com/support/home</p>	<p>4.1. Determine if the patient is suitable for a certain tele-consultation services. If telecommunication is possible, start with the tele-consultation proper.</p>	None	10 minute/s	• Dentist I; Dental Section • Dentist II; Dental Section
	<p>4.2. Conduct history taking and ask for clarification. Summarize key points and ask for clarification.</p>		10 minute/s	• Dentist I; Dental Section • Dentist II; Dental Section
	<p>4.3. Explain each prescription instruction. (if given) Explain home care instructions and X-ray(if necessary)and ancillaries if needed.</p>		10 minute/s	• Dentist I; Dental Section • Dentist II; Dental Section
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

2. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Students and Dependents						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
For Standard Requirement							
1. Approved appointment confirmation from PUP SINTA (Sample: 1 Screenshot/Photo)		Agency - Division: PUP - SINTA Website					
Remarks: Screenshot or Photo must be approved confirmation of appointment for consultation and treatment.							
For Situational Requirement							
A. Follow up							
A.1. Dental X-Ray result (if applicable) (Sample: 1 film)		Agency - Division: Any government/private - Oral Health Facility					
Remarks: Periapical or Panoramic radiograph whichever is requested by the PUP Dentist.							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Proceed to receiving area. Sign in the Client logbook in the office receiving area and state the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client. Ask for the chief complaint. Take the patient's vital sign.	None	15 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 			
2. Proceed to the treatment area. Location: Dental Clinic, Receiving Area	2. Instruct patient to proceed at treatment area.	None	3 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 			
3. Provide necessary information and submit to oral examination. Location: Dental Clinic, Receiving Area	3. Take medical history and perform oral examination of the patient. Provide dental Intervention,treatment, Presciption of Medicines.	None	2 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section 			
4. Listen to home instructions, date of follow-up. Location: Dental Clinic, Receiving Area	4. Discharge instructions, date of follow-up.	None	20 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section 			
5. Proceed to receiving area and give prescription of medicine and/or referral slip. Location:	5. Dispense initial dose of medicines if available and advise home instruction, and/or date of follow-up, and/or referral slip.	None	10 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide 			

Dental Clinic, Receiving Area				IV/VI; Dental Section
6. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, Receiving Area	6. Assist patient in filling out the Daily Treatment Record. Request client to fill-out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 2 hour/s, 58 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students

This procedure starts by submitting requirements to dentist for oral examination/assessment of the results for appropriate action.

Office or Division:	Medical Services Department			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic Sta. Mesa, Manila Campuses	1. Give the logbook to the client.	None	30 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/Vi; Dental Section
2. Request for dental clearance. Location: Dental Clinic, Sta. Mesa, Manila Campuses	2. Ask for the reason of visit.	None	1 hour/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
3. Fill-up the dental chart. Location: Dental Clinic, Sta. Mesa, Manila Campuses	3. Assist student in filling up the dental chart.	None	1 hour/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
4. Proceed to treatment area and presents the dental chart. Location: Dental Clinic, Sta. Mesa, Manila Campuses	4.1. Assess and Evaluate the oral status of the patient. Take medical history and perform oral examination.	None	4 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
	4.2. Issuance of dental clearance.		1 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
5. Fill-up and sign the Daily Treatment Record. Location: Dental Clinic, Sta. Mesa, Manila Campuses	5. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 7 hour/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation) - Referral

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students/Dependents							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. University ID Identification Card - Issued by PUP								
Remarks: Student Identification Card to be presented must be issued by PUP								
2. Approved appointment confirmation from PUP SINTA (Sample: 1 screenshot/photo)								
Agency - Division: PUP - SINTA Website Remarks: Screenshot or Photo must be approved confirmation of appointment from PUP SINTA.								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Patient proceeds to the consultation: answers the questions of the dentist, receives the prescription of medicines, home care instructions, and referral form. End of online consultation Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com/support/home	1.1. Refer to a dental facility/ hospital and Explain the Reason for referral. Prepare referral form, and Give instruction to go to the nearest dental/healthcare facilities in case of worsening symptoms or emergency post e-teleconsultation.	None	30 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
	1.2. Forward the screenshot of the prescription and referral form to the patient through e-mail or Facebook Messenger.		10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
	1.3. The Dentist shall document the consultation on the patient's medical record.		5 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
2. For Evaluation Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA	2. Request client to fill-out PUP SINTA Satisfaction Survey Form	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide-Administrative Aide IV/VI; Dental Section 				

<https://pupsinta.myfreshworks.com/>**Total Processing Time:**

Working Days: 50 minute/s

Total Processing Fee:

Total Standard Fee: None

5. Dental Consultation and Treatment Services (face to face) for Emergency Cases of Students - Referral

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care.

Office or Division:	Medical Services Department							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. University ID PUP ID - Issued by PUP								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 				
2. Proceed to receiving area and states the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	2.1. With referral to physician: Ask for the patient's chief complaint. Take the patient's vital signs.	None	15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section 				
	2.2. Explain the reason for referral. Refer to a dental specialist.		15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section 				
	2.3. Prepare a referral form to the nearby dental facility/hospital for the patient's further evaluation and management. Prepare emergency transport vehicle for conduction of patient.		15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section 				
3. Fillout and sign in the Daily Treatment Record (DTR) Location: Dental Clinic, Receiving Area	3. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 				
Total Processing Time:		Working Days: 55 minute/s						
Total Processing Fee:		Total Standard Fee: None						

6. Dental Consultation and treatment for Non-emergency Cases for Currently Enrolled Students and Dependents (Tele-consultation or on-line consultation) - Follow-up

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students/Dependents			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. University ID or Registration Card Identification Card or Registration Card - Issued by PUP				
Remarks: Student Identification Card or Registration Card to be presented must be issued by PUP				
2. Approved appointment confirmation from PUP SINTA (Sample: 1 screenshot/photo)	Agency - Division: PUP - SINTA Website			
Remarks: Screenshot/photo must be approved appointment confirmation from PUP SINTA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Patient proceeds to the consultation: answers the questions of the dentist, receives the prescription of medicines, request for X-ray if necessary, home care instructions or schedule of follow-up if needed/ End of online consultation. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/	1.1. Arrange for follow up consultation or through any platform agreed on if necessary. Forward the screenshot of the prescription to the patient through e-mail or Facebook Messenger. The Dentist shall document the consultation on the patient's dental record.	None	30 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section
PUP SINTA https://pupsinta.freshservice.com/support/home	1.2. The Dental Aide will ask the dentist about the medication prescribed and the diagnosis for record and report purposes.		10 minute/s	
2. For Evaluation Location: PUP SINTA https://pupsinta.myfreshworks.com/	2. Request client to fill-out PUP SINTA Satisfaction Survey Form	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 45 minute/s			

Total Processing Fee:

Total Standard Fee: None

7. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents - Follow-up

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students and Dependents							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. University ID PUP ID - Issued by PUP								
2. Approved appointment confirmation from PUP SINTA (Sample: 1 screenshot) Applicant / Client Remarks: Screenshot or Photo muast be approved confirmation of appointment for consultation and treatment.								
For Situational Requirement								
A. Follow up A.1. Dental X-Ray result (if applicable) (Sample: 1 film) Agency - Division: government/private - Dental Clinic								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
2. States the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	2. Ask the name of patient and date of previous consultation. Retrieve patients dental record. Instruct patient to proceed at treatment area.	None	10 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
3. Proceed to Treatment area and present document requested. Location: Dental Clinic, Receiving Area	3. Check the document submitted and perform oral examination. Provide Dental Intervention, treatment, and Prescription of Medicines.	None	2 hour/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
4. Listen to home instruction, date of follow-up when necessary. Location: Dental Clinic, Receiving Area	4. Discharge instructions, date of follow-up, when necessary.	None	10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
5. Proceed to receiving area and give prescription of medicine. Location: Dental Clinic, Receiving Area	5. Dispense initial dose of medicines. Note: if available and advise home instruction, and date of follow-up.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; 				

6. Fills-up and signs the Daily Treatment Record. Location: Dental Clinic, Receiving Area	6. Assist patient filling out the Daily Treatment Record. Request the client to fill-out the PUP SINTA Satisfaction Survey Form	None	10 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 2 hour/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

8. Dental Consultation and Treatment Services for Non-Emergency Cases of Students and Dependents - Referral

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Students and Dependents							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. University ID PUP ID - Issued by PUP								
2. Approved appointment confirmation from PUP SINTA (Sample: 1 screenshot/photo) Agency - Division: PUP - SINTA Website Remarks: Screenshot/photo must be approved confirmation of appointment from PUP SINTA.								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic Sta. Mesa, Manila Campuses	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
2. States the reason for consultation or chief complaint. Location: Dental Clinic Sta. Mesa, Manila Campuses	2. Ask for the reason of visit.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
3. Proceed to Treatment Area Location: Dental Clinic Sta. Mesa, Manila Campuses	3. Instruct patient to proceed at treatment area.	None	3 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
4. Proceed to receiving area and give prescription of medicine and/or referral slip Location: Dental Clinic Sta. Mesa, Manila Campuses	4. Refer to dental facility/hospital. Explain reason for referral to patient. Prepare referral form to nearby dental facility/hospital for patient's further evaluation and management.	None	15 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
5. Fills-up and signs the Daily Treatment Record. Location: Dental Clinic Sta. Mesa, Manila Campuses	5. Assist patient filling out the Daily Treatment Record. Request the client to fill-out the PUP SINTA Satisfaction Survey Form	None	10 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
Total Processing Time:	Working Days: 38 minute/s							
Total Processing Fee:	Total Standard Fee: None							

9. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students - Follow - up

This procedure will help the dentists to re-assessment and re-evaluate the oral status of the patient for dental treatment in the dental clinic.

Office or Division:	Medical Services Department
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Approved appointment confirmation from PUP SINTA**
(Sample: 1 screenshot/photo)

Agency - Division: PUP - SINTA Website

Remarks:

Screenshot or Photo must be approved confirmation of appointment for consultation and/or treatment.

2. University ID

PUP ID - Issued by PUP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic Sta. Mesa, Manila Campuses	1.1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
	1.2. Ask reason for visit		5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. Proceed to treatment area and presents the dental chart. Location: Dental Clinic Sta. Mesa, Manila Campuses	2. Re-assess and re-evaluate the oral status of the patient. Take medical history and perform oral examination.	None	30 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
3. Listen to home instruction, date of follow-up when necessary and give prescription of medicine. Location: Dental Clinic Sta. Mesa, Manila Campuses	3.1. Discharge instructions, date of follow-up, when necessary.	None	5 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
	3.2. Dispense initial dose of medicines Note: if available		5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
4. For Evaluation Location: PUP SINTA Website https://pupsinta.myfreshworks.com	4. Request the client to fill-out the PUP SINTA Satisfaction Survey Form	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section

Total Processing Time:	Working Days: 55 minute/s
Total Processing Fee:	Total Standard Fee: None

10. Issuance of Dental Clearance for Enrollment of Grade VII Laboratory High School Students/ Incoming Grade 11 Senior High School Students - Referral

This procedure starts by submitting requirements to dentist for oral examination/assessment of the results for appropriate action.

Office or Division:	Medical Services Department			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic East Wing Ground Floor, Sta. Mesa, Manila.	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/Vi; Dental Section
2. Proceed to receiving area of the Dental clinic and request for dental clearance. Location: Dental Clinic East Wing Ground Floor, Sta. Mesa, Manila.	2. Ask for the reason of visit.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
3. Fill-up the dental chart. Location: Dental Clinic East Wing Ground Floor, Sta. Mesa, Manila.	3. Assist student in filling up the dental chart.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
4. Proceed to treatment area and presents the dental chart. Location: Dental Clinic East Wing Ground Floor, Sta. Mesa, Manila.	4.1. With referral: Explain reason for referral to patient before dental clearance will be issued. Prepare referral form for nearby dentist specialist.	None	20 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section
	4.2. Issuance of dental clearance.		5 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section
5. Fill-up and sign the Daily Treatment Record. Location: Dental Clinic East Wing Ground Floor, Sta. Mesa, Manila.	5. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

11. Medical Consultation and Treatment for Emergency Cases of Students (Face-to-Face)

Emergency consultation and treatment refers to an urgent medical attention/treatment provided to an individual that needs immediate care.

Office or Division:	Medical Services Department			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All student of Polytechnic University of the Philippines, Sta. Mesa, Manila			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area/patient's room (depending on the patient's condition) and states the reason for consultation or chief complaint. Location: Medical Clinic receiving area/ patient's room in East Wing, Ground Floor, Main Building/ LHS Ground Floor, LHS Building, Mabini Campus	1. Ask for the patient's chief complaint. Take the patient's vital sign.	None	5 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II; Medical Section
2. Patient proceeds with consultation. Location: Patient's room, Medical Clinic	2.1. Provide immediate treatment or intervention and observe patient.	None	3 hour/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
	2.2. For life threatening condition provide immediate intervention/ first aid and transfer patient to nearby hospital.		10 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section
	2.3. Without referral, provide discharge instructions such as home medication, advise and date of follow-up as needed.		10 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section
3. Proceed to receiving area, receive the initial dose of prescribed medicines (if available) and fill out the Daily Treatment Record.(DTR). Location: Medical Clinic receiving area	3. Provide initial dose of prescribed medicines (if available). Instruct how to take the home medications, date for follow-up and assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (II); Medical Section

General Remarks

- The **Processing time** will depends on the Physician's assessment base on the patients health condition. The processing time can be variable for emergency cases with observation period, with referral to hospitals and life-threatening cases.
- **Operational hours of Medical Clinic in Sta. Mesa Campuses** is until **9:00 PM** if with classes and only until **7:30/8:00 PM** if without classes such as semestral break or **any given time** as advised when office or classes are suspended.

Total Processing Time:	Working Days: 3 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None

12. Medical Consultation and Treatment for Non-Emergency Cases for Students and Dependents (Face-to-Face)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation and treatment of a patient/client.

Office or Division:	Medical Services Department
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines students. Dependent of Polytechnic University of the Philippines employees.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Either of one.

Any of the following:

1.A. Polytechnic University of the Philippines Identification Card (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services - Charlie Del Rosario Building

1.B. Registration Card (1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section - Main Building

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area and state the reason for consultation. Location: Medical Clinic Receiving Area, East Wing, Ground Floor, main Buliding/ LHS Ground Floor, LHS Building, Mabini Campus	1. Attends to patient, take the vital signs. If patient is for follow-up, retrieve the health record in the medical files.	None	10 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
2. Patient proceeds for consultation. proper. Location: Medical Clinic receiving area	2. Refer patient to Physician.	None	2 hour/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
3. Patient cooperates in medical history taking and the physical examination for assessment. Location: Medical clinic, consultation room	3.1. Evaluate the patients condition and provide disposition. 3.2. Prescribe medicines if applicable, instruct home medications, health advise and date of follow-up.	None	1 hour/s, 40 minute/s 20 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section • Medical Officer V (MO V); Medical Section

				Section • Medical Officer V (MO V); Medical Section
4. Proceed to the receiving area and present the prescribed medicine. Location: Medical Clinic, receiving area	4. Provide initial dose of prescribed medicines (if applicable), advise and date of follow-up.	None	5 minute/s	• Public Health Nurse II; Medical Section • Public Health Nurse I (PHN I); Medical Section
5. Patient fill up the daily treatment record and sign. Location: Medical Clinic	5. Assist the patient in filling up the daily treatment record.	None	5 minute/s	• Public health Nurse II (PHN II); Medical Section • Public health Nurse I (PHN I); Medical Section
6. Request to fill out client satisfaction survey form. Location: Medical Clinic	6. Request patient to fill out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	• Public Health Nurse II (PHN II); Medical Section • Public Health Nurse I (PHN I); Medical Section
General Remarks Operational hours of the Medical Clinic in Sta. Mesa is until 9:00 PM and 7:30/8:00 PM during semestral break or time as advised when office or classes are suspended.				
Total Processing Time:	Working Days: 4 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

13. Medical Consultation and Treatment for Non-Emergency Cases of Students and Dependents (Teleconsultation/On-line consultation)

This applies to all patients and individuals who will consult through telemedicine with or without pandemic outbreak. Telemedicine refers to the practice of medicine by means of electronic and telecommunication technologies such as phone calls, chat or short messaging services (SMS), audio and video conferencing and others to deliver healthcare from a distance between a patient at an originating site and a physician at a distant site.

Patient's request for telemedicine consultation sent through the following:

1. Polytechnic University of the Philippines Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Physician.
3. Directly send the teleconsultation request through the Nurse.

Office or Division:	Medical Services Department
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines students. Dependent of Polytechnic University of the Philippines Employees.
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. On-line request on Polytechnic University of the Philippines SINTA Portal**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - <https://pupsinta.freshservice.com/support/home>

- 2. Duly accomplished consent form through the link**

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Medical Services Department (On-line)

Remarks:

An on-line consent form will be provided once a request is made.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Reach out for consultation through PUP Medical and Dental Facebook Page and/or PUP SINTA. Answers the basic information needed for consultation and answers the consent form, then send the screenshot of the acknowledgement receipt to the administrator. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com/support/home	1. Receive and acknowledge the on-line consultation request, ask for basic information of the patient and refer the patient to the assigned nurse.	None	15 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
2. Patient will answer the questions asked by the nurse. Location: Via Polytechnic University the Philippines Medical and Dental facebook Page: https://www.facebook.com/people/PUP-Medical-and-Dental-Services/100057055796251/	2. Interview and refer the patient with acknowledgement receipt to the assigned Physician.	None	15 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
3. Patient proceeds to the consultation: Receives the prescription of medicines, request for laboratories or schedule of follow-up if needed. Location: Via Polytechnic University the Philippines Medical and Dental facebook Page:	3.1. Determine if the patient is suitable for a certain tele-consultation. If telecommunication is possible, start with tele-consultation proper.	None	30 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section

https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/				• Medical Officer IV (MO IV); Medical Section
	3.2. Provide treatment/ prescribe medications, advise, referral and date of follow up if necessary.		30 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section
Total Processing Time:	Working Days: 1 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

14. Issuance of Medical Clearance/ Medical Certificate for Students

Medical Clearance is a written document issued by PUP Physicians certifying student's fitness to participate in a defined activity such as On the Job training, food handling, laboratory classes, post baccalaureate classes, work immersion, sports competition/ intramural, food handlers and off campus activities.

All incoming freshmen, returning and transferee students are required to secure a medical clearance during the enrollment period.

Medical Certificate for Sick Note / Excuse Slip refers to a written statement issued-by a Physician which attests to the medical consultation made by the student on the specified date.

Office or Division:	Medical Services Department
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines High School and College Students including College of Law and Graduate School.
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For Standard Requirement

1. Letter of Request

(1) Original Copy And (2) Photo Copy

Agency - Division: College - Signed by authorized Faculty /Chairperson/ Dean

2. Chest X-ray (PA)view results with film

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility /

diagnostic laboratory - Issuing Physician

Remarks:

Validity of 6 months at the time of examination.

This applies to all, as follows:

- Enrollment of Students - Freshmen, College of Law, Masteral, Doctoral, Returning, and Transferee;
- For scholarship purposes;
- For local-off campus activities with strenuous activities;
- For ROTC depending on the activity to be participated in;
- Field Study for BS Biology with Marine Activity;
- For Immediate Invitations such as Sports, Cultural, and ROTC competitions and festivals;
- On-the-Job Training;
- Immersion;
- For International Off-Campus Activities.

3. Other laboratory tests as requested by the physician as deemed

necessary based on the assessment and physical examination such as Xray (PA) view results with film (if applicable).

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility / diagnostic laboratory - Issuing Physician

Remarks:

Other laboratory tests may be needed in the submission of requirements, as deemed necessary based on the assessment and physical examination. For CWTS and Local Off-Campus Activities, no laboratory required except if requested by the physician as deemed necessary based on the assessment and physical examination.

For Situational Requirement

A. For Students under Bachelor of Science in Hospitality Management**A.1. Fecalysis Results**

(1) Original Copy And (1) Photo Copy

Remarks:

If necessary in the timeframe of within 1 month at the time of examination.

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician**A.2. Anti-HAV IgM Results**

(1) Original Copy And (1) Photo Copy

Remarks:

If necessary in the timeframe of within 6 months at the time of examination.

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician**B. Other laboratory tests may be needed in the submission of requirements, as deemed necessary based on the assessment and physical examination.****B.1. For Students under Hospital Training:**

(1) Original Copy And (1) Photo Copy

Remarks:

- ECG – within 6 months at the time of examination
- Fecalysis – within 1 month at the time of examination
- Urinalysis – within 1 month at the time of examination
- Complete blood count – within 1 month at the time of examination
- Anti-HAV IgM – within 6 months at the time of examination
- HBS Ag – within 6 months at the time of examination

Agency - Division: Polytechnic University of the Philippines - Medical Section**C. For Students WITHOUT Physicians Inside Their Campus****C.1. Medical Certificate issued from any government/ private healthcare facility**

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Medical Clinic

Remarks:

For purpose of sick note/ excuse slip:

- Only patients consulted in the Polytechnic University of the Philippines Clinic will be issued excuse slip/ sick note.
- Patient with medical certificate from government/ private attending Physician = Polytechnic University of the Philippines Medical Clinic will only validate the medical certificate.

For Open University Student enrolled in on-line classes, a Certificate of Compliance (COC) will be issued in lieu of Medical Certificate.

• Requirements for Certificate of Compliance (COC).

1. Medical Certificate issued from any government/ private healthcare facility (1 electronic copy)
2. Chest Xray (PA) view results with film (if applicable)
- (1) electronic copy

C.2. Chest Xray (PA) view result with film

(1) Original Copy And (1) Electronic Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician**C.3. Other laboratory tests may be needed in the submission of requirements, as deemed necessary**

(1) Original Copy And (1) Electronic Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	--

<p>1. Proceeds to the reception area. States the purpose on the request for medical certificate/ clearance. Location: Medical Clinic, East Wing, Ground Floor main Building, Mabini Campus or LHS Medical Clinic Ground Floor, LHS Building, Mabini Campus (for LHS students)</p>	<p>1. Attend to client and ask the purpose of request for medical certificate/ clearance.</p>	<p>None</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative Aide IV; Medical Section
<p>2. Submission of the requirement/s for the request of issuance if applicable. Location: Medical Clinic, reception area Notes/Instruction: <i>Remarks: For purpose of excuse slip/ sick note:</i></p> <ul style="list-style-type: none"> • Only patient consulted Polytechnic University of the Philippines clinic will be issued excuse slip. • For patient who did not consult Polytechnic University of the Philippines Clinic: = Submit medical certificate from attending Physician 	<p>2. Checks the submitted requirements and refers patient to physician.</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative Aide IV; Medical Section
<p>3. Proceed to the consultation area and present the required documents (if applicable) Location: Consultation area</p>	<p>3. Assess and examine patient, provides treatment, issues referral, dispense medicines and issuance of medical clearance or certificate.</p>	<p>None</p>	<p>3 hour/s</p>	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer II (MO II); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section • Medical Officer V (MO V); Medical Section
<p>4. Proceed to the reception area and fill out the Daily Treatment Record (DTR) Location: Medical Clinic, reception are at</p>	<p>4. Assist the patient in filling out the Daily Treatment Record (DTR) and request client to fill out Polytechnic University SINTA Satisfaction Survey at https://pupsinta.freshservice.com/support/home.</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Public Health Nurse (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative Aide IV; Medical Section
<p>General Remarks Issuance of Medical clearance is on site.</p>				
<p>Total Processing Time:</p>		<p>Working Days: 8 hour/s, 10 minute/s</p>		
<p>Total Processing Fee:</p>		<p>Total Standard Fee: None</p>		

15. Dental Consultation and Treatment Services (face to face) for Emergency Cases of Students with Follow-up

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care and follow-up.

Office or Division:	Medical Services Department							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. University ID PUP ID - Issued by PUP								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Proceed to receiving area and states the reason for consultation or chief complaint. Location: Dental Clinic Sta. Mesa, Manila Campuses	1. Ask for the patient's chief complaint. Take the patient's vital sign.	None	10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section 				
2. Proceed to the treatment area Location: Dental Clinic Sta. Mesa, Manila Campuses	2.1. Assess and evaluate the condition of the patient by oral examination and medical history. Provide immediate dental treatment/ intervention.	None	2 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; 				
	2.2. Without referral: Provide discharge instructions that include medication, activity, home advise and follow-up.		10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section 				
3. Proceeds to receiving area. Location: Dental Clinic, Receiving Area	3. Dispense initial dose of medicine with instructions if available.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 				
4. Fill out and sign in the Daily Treatment Record (DTR) Location: Dental Clinic, Receiving Area	4. Assists patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section 				
Total Processing Time:		Working Days: 2 hour/s, 30 minute/s						
Total Processing Fee:		Total Standard Fee: None						

National Service Training Program

1. Changing of National Service Training Program (NSTP) Components (Face-to-Face Transaction)

This service allows students to change their enrolled National Service Training Program (NSTP) component to another, such as switching from the Reserve Officers' Training Corps (ROTC) to the Civic Welfare Training Service (CWTS), or vice versa.

Office or Division:	National Service Training Program	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	National Service Training Program (NSTP) students who want to change their enrolled component to another component	
Operating Hours:	Others	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. Certificate of Registration (COR) (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: The certificate of registration (COR) provides proof of enrollment for the current semester of the academic year.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The student must initially request the change of National Service Training Program (NSTP) component thru his/her Smart Interactive Technical Assistant (SINTA) account of the University Location: PUP Smart Interactive Technical Assistant (SINTA) thru https://pupsinta.freshservice.com/support/home	1. The office will confirm the request of change of National Service Training Program (NSTP) component thru Smart Interactive Technical Assistant (SINTA)	None	5 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service, National Service Training Program; National Service Training Program
2. Submit required documents to the National Service Training Program Office (NSTP) Administrative Staff. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building Notes/Instruction: <i>The office will provide a queue number assigned for each client.</i>	2.1. Receive the documents and check the completeness of the required details of the documents. 2.2. Forward the Certificate of Registration to the CWTS Chief to evaluate the student for their changing of component.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
			7 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program
3. The student will explain the reasons for the change of component. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	3.1. The Chief will interview the student on his/her reasons in changing the NSTP component. 3.2. The Chief will sign and forward the documents to the National Service Training Program (NSTP) Director.	None	12 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program
			7 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program

	3.3. The National Service Training Program (NSTP) Director will sign the documents and forward these to the staff.		7 minute/s	• Director; National Service Training Program
4. The student will verify the all the necessary information for the changing of National Service Training Program (NSTP) component. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building Notes/Instruction: <i>The student will check if their component, name, student number, and other information are correct.</i>	4.1. The staff will change the student's enrolled component from Reserve Officer's Training Corps (ROTC) to Civic Welfare Training Service, or vice versa.	None	10 minute/s	• Administrative Aide III ; National Service Training Program
	4.2. The staff will verify and let the student check if he/she is already tagged thru the Student Information System (SIS) Module		5 minute/s	• Administrative Aide III ; National Service Training Program
5. Claim/receive the documents, sign the log sheet, and complete the required details. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	5. Issue the signed documents to the client.	None	5 minute/s	• Administrative Aide III; National Service Training Program
General Remarks This service is usually provided during the adjustment period of the first semester of the current academic year.				
Total Processing Time:	Working Days: 1 hour/s, 8 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Clearing of National Service Training Program (NSTP) Deficiency (Face-to-Face Transaction)

This service allows graduating students to clear their deficiencies through the PUP Smart Interactive Technical Assistant (SINTA) as part of their graduation requirements. It also a vital requirement for requesting a copy of the Transcript of Records (TOR) for those who have completed their studies at the Polytechnic University of the Philippines. All students who have taken any National Service Training Program (NSTP) component must undergo this process.

Office or Division:	National Service Training Program
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduating and alumni who request National Service Training Program (NSTP) clearance
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. National Service Reserve Corps (NSRC) Personal Data Sheet (1) Original Copy	Applicant / Client
Remarks: The students must present a signed copy of National Service Reserve Corps (NSRC) Personal Data Sheet downloaded from their Student Information System (SIS) account.	
2. General Clearance with Indicated NSTP Deficiency (PUP-GCGS-5-UNRO-021) (1) Original Copy	Applicant / Client
Remarks: The students must present a signed copy of General Clearance indicating deficiency in NSTP downloaded from their Student Information System (SIS) account.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The student must initially request the processing of National Service Training Program (NSTP) deficiency through Smart Interactive Technical Assistant (SINTA) of the University Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	1. The office will confirm the request of processing of National Service Training Program (NSTP) deficiency thru Smart Interactive Technical Assistant (SINTA)	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
2. 1. Submit required documents to the National Service Training Program Office (NSTP) Administrative Staff. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	2.1. Receive the documents and check the completeness of the required details of the documents.		10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
	2.2. If the requirements are complete, the admin staff will forward the clearance to the Civic Welfare Training Service Chief		8 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
	2.3. The Civic Welfare Training Service (CWTS) Chief will evaluate and recommend approval of the clearance to the National Service Training Program (NSTP) Director.	None	10 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program
	2.4. The director will sign the general clearance form and turn it over to the staff.		7 minute/s	<ul style="list-style-type: none"> Director; National Service Training Program

<p>3. The student will check/verify the success of the clearing National Service Training Program (NSTP) deficiency thru his/her Student Information System (SIS) account.</p> <p>Location:</p> <p>National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building</p>	<p>3. The admin staff will clear the deficiency and ask the student to verify the clearance thru his/her Student Information System (SIS) account.</p>	None	12 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; National Service Training Program
<p>4. Claim/receive the documents, sign the log sheet, and complete the required details.</p> <p>Location:</p> <p>National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building</p>	<p>4. Issue the signed documents to the client.</p>	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; National Service Training Program
General Remarks				
All students who have taken any National Service Training Program (NSTP) component in the Polytechnic University of the Philippines must undergo this process.				
Total Processing Time:	Working Days: 57 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Accreditation of National Service Training Program (NSTP) Component (Face-to-Face Transaction)

This service allows transferee, shiftee, and returnee students to request accreditation of the National Service Training Program (NSTP) component they completed at their previous school or university. This process is vital for fulfilling their curricular requirements and avoiding the need to retake an NSTP component.

Office or Division:	National Service Training Program
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Transferee, shiftee, and returnee students who took their National Service Training Program (NSTP) component from their previous schools/universities
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Application for Accreditation of Subject/s Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - PUP Website

Remarks:

Application for Accreditation of Subject/s Form is downloadable via PUP Website (Downloadable Forms for Students: <https://www.pup.edu.ph/downloads/students/>). Make sure to use the appropriate form depending on the student's status (for example: regular, shiftee, and transferee status). For Open University System (OUS) students, kindly download a copy of Application for Transfer of Credit Form from this link: <https://www.pup.edu.ph/ous/forms>.

2. Curriculum Sheet Used Upon Admission in PUP

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - College

Remarks:

The curriculum sheet must be secured from the college where the student intends to transfer.

3. Copy of Grades

Any of the following:

3.A. Transcript of Records (TOR) from the Last School Attended

(1) Original Copy

Applicant / Client

Remarks:

This copy must be dry-sealed and signed by the registrar of the student's previous school or university. Additionally, the National Service Training Program (NSTP) subject or course must have a numerical rating or grade to be accredited.

3.B. Certified True Copy of Grades

(1) Certified True Copy

Applicant / Client

Remarks:

This copy must be dry-sealed and signed by the registrar of the student's previous school or university. Additionally, the National Service Training Program (NSTP) subject or course must have a numerical rating or grade to be accredited.

4. Course Description of National Service Training Program Component from Previous School/University

(1) Photo Copy

Applicant / Client

Remarks:

This copy must be requested from the previous school/university of the student.

5. Certificate of Registration

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

The certificate of registration (COR) provides proof of enrollment for the current semester of the academic year.

For Situational Requirement

A. Additional requirements if made through an authorized representative

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

This must be duly signed by the applicant with a wet signature.

A.2. Copy of Valid ID Card of the Representative

(1) Photo Copy

Applicant / Client

Remarks:

The identification card presented must bear the owner's signature for verification purposes.

A.3. Copy of Student ID of the Client

(1) Photo Copy

Applicant / Client

Remarks:

The identification card presented must bear the owner's signature for verification purposes.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The student must initially request the accreditation of National Service Training Program (NSTP) course/component through Smart Interactive Technical Assistant (SINTA) of the University. Location: PUP Smart Interactive Technical Assistant (SINTA) thru https://pupsinta.freshservice.com/support/home	1. The office will confirm the request of accreditation of National Service Training Program (NSTP) course/component thru Smart Interactive Technical Assistant (SINTA)	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
2. Submit forms and documents to the National Service Training Program Office (NSTP) Administrative Staff. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	2. Receive the form and documents and indicate the correct course code and course title to be encoded by the client.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
3. The client will verify all the necessary information needed for the processing of National Service Training Program (NSTP) deficiency. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	3.1. If the course code and course title are correct, the admin staff will forward the form and documents to the Civic Welfare Training Service (CWTS) Chief. 3.2. The Civic Welfare Training Service (CWTS) Chief will evaluate the documents and recommend approval of the accreditation of NSTP subjects to the National Service Training Program (NSTP) Director. 3.3. The director will sign the accreditation form and turn over the documents to the admin staff.	None	10 minute/s 10 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program Chief, Civic Welfare Training Service; National Service Training Program Director; National Service Training Program
4. Claim/receive the form and documents, sign the log sheet, and fill out the required details. Location: National Service Training Program (NSTP) Office, E202, Second Floor, PUP Main Building	4. Issue the documents and signed form to the client.	None	7 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program

General Remarks

The students must request this service through PUP Smart Interactive Technical Assistant (SINTA).

Total Processing Time:	Working Days: 57 minute/s
Total Processing Fee:	Total Standard Fee: None

4. Changing of National Service Training Program (NSTP) Components (Online Transaction)

This service allows students to change their enrolled National Service Training Program (NSTP) component to another, such as switching from the Reserve Officers' Training Corps (ROTC) to the Civic Welfare Training Service (CWTS), or vice versa.

Office or Division:	National Service Training Program							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	National Service Training Program (NSTP) students who want to change their enrolled component to another component							
Operating Hours:	8:00 AM - 8:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Certificate of Registration (COR) (1) Photo Copy Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar Remarks: The certificate of registration (COR) provides proof of enrollment for the current semester of the academic year.								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. The student must initially request the change of National Service Training Program (NSTP) component thru his/her Smart Interactive Technical Assistant (SINTA) account of the University Location: PUP Smart Interactive Technical Assistant (SINTA) thru https://pupsinta.freshservice.com/support/home	1. The office will confirm the request of change of National Service Training Program (NSTP) component thru Smart Interactive Technical Assistant (SINTA)	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program 				
2. Explain the reason for changing of NSTP component and submit required documents to the Google Form titled "Changing of National Service Training Program (NSTP) Components" Location: PUP National Service Training Program Official Facebook Page: https://www.facebook.com/profile.php?id=61565359515882	2.1. Receive the documents and check the completeness of the required details of the documents.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program 				
	2.2. Evaluate the student's request for changing of component for approval		10 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program 				
3. Wait for an email of confirmation whether the request has been approved or not. If approved, the requested NSTP component will automatically be tagged, and if not, an email will be sent by which the student must respond depending on the situation. Location: PUP Student Information System	3.1. The Chief will tag the requested and approved NSTP component of the student.	None	10 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program 				
	3.2. The Chief will email the student if their NSTP component has been tagged or the reason why their request has been disapproved.		10 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program 				
General Remarks This service is usually provided during the adjustment period of the first semester of the current academic year.								
Total Processing Time:	Working Days: 50 minute/s							
Total Processing Fee:	Total Standard Fee: None							

5. Clearing of National Service Training Program (NSTP) Deficiency (Online Transaction)

This service allows graduating students to clear their deficiencies through the PUP Smart Interactive Technical Assistant (SINTA) as part of their graduation requirements. It also a vital requirement for requesting a copy of the Transcript of Records (TOR) for those who have completed their studies at the Polytechnic University of the Philippines. All students who have taken any National Service Training Program (NSTP) component must undergo this process.

Office or Division:	National Service Training Program
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduating and alumni who request National Service Training Program (NSTP) clearance
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. National Service Reserve Corps (NSRC) Personal Data Sheet

(1) Electronic Copy

Applicant / Client

Remarks:

The students must present a signed copy of **National Service Reserve Corps (NSRC) Personal Data Sheet** downloaded from their **Student Information System (SIS)** account.

2. General Clearance with Indicated NSTP Deficiency (PUP-GCGS-5-UNRO-021)

(1) Electronic Copy

Applicant / Client

Remarks:

The students must present a signed copy of **General Clearance indicating deficiency in NSTP** downloaded from their **Student Information System (SIS)** account.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The student must initially request the change of National Service Training Program (NSTP) component thru his/her Smart Interactive Technical Assistant (SINTA) account of the University Location: PUP Smart Interactive Technical Assistant (SINTA) thru https://pupsinta.freshservice.com/support/home	1. The office will confirm the request of change of National Service Training Program (NSTP) component thru Smart Interactive Technical Assistant (SINTA)	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program
2. Explain the reason for changing of NSTP component and submit required documents to the Google Form titled "Clearing of National Service Training Program (NSTP) Deficiency" Location: PUP National Service Training Program Official Facebook Page: https://www.facebook.com/profile.php?id=61565359515882	2.1. Receive the documents and check the completeness of the required details of the documents. 2.2. Evaluate the student's request for clearing of NSTP deficiency for approval.	None	10 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; National Service Training Program Chief, Civic Welfare Training Service; National Service Training Program
3. Wait for an email of confirmation whether the request has been approved or not. If approved, the requested NSTP course will automatically be cleared, and if not, an email will be sent by which the student must respond depending on the situation. Location: PUP Student Information System	3.1. The Chief will clear the NSTP deficiency of the student. 3.2. The Chief will email the student if their NSTP deficiency has been cleared or the reason why their request has been disapproved.	None	10 minute/s 10 minute/s	<ul style="list-style-type: none"> Chief, Civic Welfare Training Service; National Service Training Program Chief, Civic Welfare Training Service; National Service Training Program

General Remarks

All students who have taken any National Service Training Program (NSTP) component in the Polytechnic University of the Philippines must undergo this process.

Total Processing Time:

Working Days: 50 minute/s

Total Processing Fee:

Total Standard Fee: None

Office of Scholarship and Financial Assistance

1. Issuance of Certification of No Scholarship Services (Walk- In)

The Certification of Scholarship is one of the documents required by some government agencies and private benefactors from their scholarship applicants. This is issued by the Office of Scholarship and Financial Assistance upon the request of the student subject to the verification from official records.

Office or Division:	Office of Scholarship and Financial Assistance
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All students in the Polytechnic University of the Philippines- Main Campus
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. PUP Certificate of Registration (COR) (1) Original Copy	Applicant / Client
2. PUP Identification Card PUP Identification Card Remarks: Please present the original of PUP Identification Card	
3. Receipt of Payment (Official Receipt) (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request for certification of no scholarship Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	1.1. Instruct to register in the PUP Smart Interactive Technical Assistant (SINTA) and logbook	None	1 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Office of Scholarship and Financial Assistance
	1.2. Acknowledge the request and instruct to provide proof of enrollment		1 hour/s	<ul style="list-style-type: none"> Director; Information and Communications Technology Office
2. Submit proof of enrollment Location: West Wing Room119 Office of Scholarship and Financial Assistance Front Desk	2.1. Check if there is a record of scholarship from the database	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Office of Scholarship and Financial Assistance
	2.2. If there is no scholarship, instruct to pay the fee and explain the payment options (Over-the-counter in the PUP Main Campus or Bank Payment)		2 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
3. Pay the required fee and submit proof of payment Location: Ground Floor, South Wing, PUP Main Building Notes/Instruction:	3.1. Receive the proof of payment	Standard Fees Breakdown: certification fee: PHP 150 Total: PHP 150	1 hour/s	<ul style="list-style-type: none"> Cashier; Fund Management Office
	3.2. Prepare the certification of no scholarship and submit to the director		4 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Director; Office of Scholarship and Financial Assistance

<i>For the payment option, please refer to the Fund Management Office's Citizen's Charter for the processing time</i>		Possible Fees Breakdown: Certification Fee: PHP 150		Financial Assistance
	3.3. Review and sign the certification		1 working day/s	<ul style="list-style-type: none"> • Administrative Aide III, Director; Office of Scholarship and Financial Assistance
4. Wait for the release of certificate of no scholarship Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4. Release the certification of no scholarship and log in the logbook	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
5. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	5. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: PHP 150 See other fees below		
Possible Fees Certification Fee : 150				

2. Issuance of Certification of Scholars' Records Services (Walk- In)

The service includes the certification of the scholarship-related credentials of the students applying for financial assistance outside the university that requires verification or endorsement from the university scholarship officer. It also includes service requests by the scholars and grantees who request reimbursement of expenses from the benefactors with official partnership with the university through a Memorandum of Agreement.

Office or Division:	Office of Scholarship and Financial Assistance			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Polytechnic University of the Philippines- Main Campus Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Identification Card (1) Original Copy	PUP Identification Card	Remarks: Please present the original copy of PUP Identification Card		
2. Application Form (1) Original Copy		Remarks: Submit the fully accomplished and signed application form	Applicant / Client	
3. PUP Certificate of Registration (COR) (1) Photo Copy		Remarks: Certification of Registration can be downloadable through PUP Student Information System (SIS)	Applicant / Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the form or request for certification of records Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	1.1. Instruct to register in the PUP Smart Interactive Technical Assistant (SINTA) and logbook 1.2. Acknowledge the request and instruct to submit complete requirements	None	10 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance Director; Information and Communications Technology Office
2. Attend to interview Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	2.1. Verify the grantor 2.2. Review the form	None	2 working day/s 2 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance

	2.3. Interview the student		2 hour/s	• Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance
3. Monitor the release of the signed document Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	3.1. Provide assessment on the request	None	1 hour/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
	3.2. Endorse the form to the immediate supervisor		20 minute/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
	3.3. Review and sign the form		5 hour/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
4. Receive the certification of records Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4. Release the certification of no scholarship and log in the logbook	None	10 minute/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
5. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	5. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	10 minute/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

3. Scholarship and Grants Acquisition Services

The service is for the commendation for available scholarship and financial assistance programs outside the university that requires endorsement of the scholarship officer.

Office or Division:	Office of Scholarship and Financial Assistance
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines- Main Campus Students
Operating Hours:	8:00 AM - 8:00 PM

For Standard Requirement

- 1. Application Form** Applicant / Client

- ### **3. PUP Student Identification Card**

PUP Student Identification Card

Remarks:

Please present the original and photocopy of PUP Student Identification Card

- 4. PUP Certificate of Registration (COR)** Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the application for scholarship/grant and supporting documents Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	1.1. Instruct to register in the PUP Smart Interactive Technical Assistant (SINTA) and logbook	None	1 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
	1.2. Acknowledge the request and check the student's record in the database		1 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
2. Attend the Interview Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	2.1. Interview the applicant	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
	2.2. Provide assessment of the request		5 hour/s	<ul style="list-style-type: none"> Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance

3. Monitor the progress of request Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	3.1. Endorse the form to the signatory	None	1 hour/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance
	3.2. Review and sign the form		1 working day/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance
4. Receive the signed form Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4.1. Release the form to the applicants	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
	4.2. Record the transaction in the logbook		1 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
5. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	5. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

4. Clearing of Scholar's Deficiency Services

The service includes clearing of deficiency of scholar who have not complied with the mandatory submission of requirements for status reports, validation, billing, and liquidation of funds and other compliances to legal agreements.

Office or Division:	Office of Scholarship and Financial Assistance			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Polytechnic University of the Philippines- Main Campus Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Identification Card (1) Original Copy	Applicant / Client			
For Situational Requirement				
A. Private Funded Section				
A.1. Scholarship Agreement Form (1) Electronic Copy	Applicant / Client			
A.2. Appreciation Letter (1) Electronic Copy	Applicant / Client			
A.3. Non-disclosure Agreement (1) Electronic Copy	Applicant / Client			
A.4. Retention Policy Form (1) Electronic Copy	Applicant / Client			
B. Government Funded Section				
B.1. Application Form (2) Original Copy	Applicant / Client			
B.2. PUP Certificate of Registration (COR) (3) Photo Copy	Applicant / Client			
B.3. PUP Identification Card (3) Photo Copy	Applicant / Client			
Remarks: with three (3) specimen signatures				
B.4. Proof of Income/Certificate of Indigency (1) Original Copy And (1) Photo Copy	Applicant / Client			
C. PUP Funded Section				
C.1. Student Assistant Evaluation Form (1) Electronic Copy	Applicant / Client			
C.2. Non-disclosure Agreement (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the accomplished form for clearing of deficiency and documentary requirements specified as deficiency Location:	1.1. Instruct to register in the PUP Smart Interactive Technical Assistant (SINTA) and logbook	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III, Section Chief; Office of

West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk				Scholarship and Financial Assistance
	1.2. Acknowledge the request and check the student's record in the database		1 hour/s	• Director; Information and Communications Technology Office
	1.3. Validate the attached supporting documents if correct and complete		1 working day/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
2. Attend the interview Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	2.1. Submit the documents to the respective section chief for interview	None	2 hour/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance
	2.2. Interview the student		1 working day/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance
	2.3. Clear the deficiency in the Student Information System		4 hour/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance
3. Receive the Student Copy of the Form Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	3.1. Release the signed form	None	1 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
	3.2. Record the transaction in the logbook		1 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
4. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Issuance of Certification of Scholars' Records Services (Online)

The service includes the certification of the scholarship-related credentials of the students applying for financial assistance outside the university that requires verification or endorsement from the university scholarship officer. It also includes service requests by the scholars and grantees who request reimbursement of expenses from the benefactors with official partnership with the university through a Memorandum of Agreement.

Office or Division:	Office of Scholarship and Financial Assistance						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	All Polytechnic University of the Philippines- Main Campus Students						
Operating Hours:	8:00 AM - 8:00 PM						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. PUP Identification Card							
PUP Identification Card							
Remarks:							
Please present the electronic copy of PUP Identification Card							
2. Application Form							
(1) Electronic Copy	Applicant / Client						
3. PUP Certificate of Registration (COR)							
(1) Electronic Copy	Applicant / Client						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submit the form or request for certification of records Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	1.1. Receive the request in the PUP Smart Interactive Technical Assistant (SINTA)	None	10 minute/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance			
	1.2. Acknowledge the request and instruct to submit complete requirements		10 minute/s	• Director; Information and Communications Technology Office			
2. Monitor reply and verifications in email Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	2.1. Verify the grantor	None	2 working day/s	• Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance			
	2.2. Review the form		2 hour/s	• Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance			

	2.3. Send interview questions to the student		2 hour/s	• Administrative Aide III, Section Chief, Benefactor Coordinator; Office of Scholarship and Financial Assistance
3. Monitor the release of the signed document Location: Room 119 Office of Scholarship and Financial Assistance Front Desk	3.1. Provide assessment on the request	None	1 hour/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
	3.2. Endorse the form to the immediate supervisor		20 minute/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
	3.3. Review and sign the form		5 hour/s	• Administrative Aide III, Benefactor Coordinator, Section Chief, Director; Office of Scholarship and Financial Assistance
4. Receive the certification of records Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4. Send the electronic copy of the certificate	None	10 minute/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
5. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	5. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	10 minute/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

6. Issuance of Certification of No Scholarship Services (Online)

The Certification of Scholarship is one of the documents required by some government agencies and private benefactors from their scholarship applicants. This is issued by the Office of Scholarship and Financial Assistance upon the request of the student subject to the verification from official records.

Office or Division:	Office of Scholarship and Financial Assistance			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Polytechnic University of the Philippines- Main Campus Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Identification Card PUP Identification Card Remarks: Please submit the electronic copy of PUP Identification Card				
2. PUP Certificate of Registration (COR) (1) Electronic Copy	Applicant / Client			
3. Receipt of Payment (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request for certification of no scholarship Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk Notes/Instruction:	1.1. Receive the request in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
	1.2. Acknowledge the request and instruct to provide proof of enrollment		1 hour/s	• Director; Information and Communications Technology Office
2. Submit proof of enrollment Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk Notes/Instruction:	2.1. Check if there is a record of scholarship from the database	None	1 working day/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
	2.2. If there is no scholarship, instruct to pay the fee and explain the payment options		2 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance

<p>3. Pay the required fee and submit proof of payment Location: Ground Flr. South Wing, PUP Main Building Notes/Instruction: <i>Please check the Fund Management Office's Citizen's Charter for the processing time.</i></p>	3.1. Receive the proof of payment	Possible Fees Breakdown: Certification Fee: PHP 150	1 hour/s	• Cashier; Fund Management Office
	3.2. Prepare the certification of no scholarship and submit to the director		4 hour/s	• Administrative Aide III, Director; Office of Scholarship and Financial Assistance
	3.3. Review and sign the certification		1 working day/s	• Administrative Aide III, Director; Office of Scholarship and Financial Assistance
4. Wait for the release of certificate of no scholarship Location: West Wing Room 119 Office of Scholarship and Financial AssistanceFront Desk	4. Send the electronic copy of the certificate	None	1 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance
5. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	5. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Possible Fees Certification Fee : 150				

Office of Student Services

1. Issuance of Good Moral Certificate

This request is processed by the OSS for students and alumni who need this document for scholarship/financial assistance, employment, further studies, board examinations, or for whatever legal purpose it may serve.

Office or Division:	Office of Student Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Good Moral Request Form

(1) Original Copy

Agency - Division: Polytechnic University of The Philippines - Office of Student Services

2. Proof of Payment

(1) Original Copy

Agency - Division: Fund Management Office - Cashier

For Situational Requirement

A. For Enrolled Students

A.1. Proof of enrollment

Any of the following:

A.1.A. Certificate of Registration

(1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

A.1.B. Informative Copy of Grade

(1) Original Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

B. For Graduated Students

B.1. Proof of Graduation

Any of the following:

B.1.A. Transcript of Records

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

B.1.B. Diploma

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

B.1.C. Certificate of Graduation

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

B.1.D. Certificate of Gradation

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Applicant / Client

C. For Students Transferring to Other School

C.1. Proof of transferring

Any of the following:

C.1.A. Certificate of Registration

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Certificate of Registration for the last semester attended

C.1.B. Honorable Dismissal

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the Office of Student Services the filled-out good moral request form for request Location: RM 208 Office of Student Services Charlie Del Rosario Bldg,	1. Receive the form	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services • Administrative Assistant IV; Office of Student Services
2. Pay the corresponding fee at the Cashiers Office Location: Cashier 1st Floor Southwing Notes/Instruction: <i>For students holding Barangay Certification For First Time Jobseekers, this is free of charge and must continue</i>	2. Receive the payment and issue official receipt	Standard Fees Breakdown: Good Moral Application Fee: PHP 150 <hr/> Total: PHP 150	1 hour/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
3. Submit to the Office of Student Services the requirements Location: RM 208 Charlie Del Rosario Bldg	3.1. Check the SIS Academic and ODRS Portal for possible deficiency and delinquency of client	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services
	3.2. Encode the neccesarry information and print the good moral certificate		10 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services
4. Sign the good moral logbook Location: RM 208 Charlie Del Rosario Bldg	4. Record the request to the good moral certificate database	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services
Total Processing Time:		Working Days: 1 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

2. Issuance of Lost and Replacement of Identification Card

This process by the Office of Student Services is for students who are requesting for replacement of their lost identification cards.

Office or Division:	Office of Student Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. Proof of Payment**
(1) Original Copy

Agency - Division: Fund Management Office - Cashier

- 2. Certificate of Registration**
(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Registrar

For Situational Requirement

A. Replacement ID for Shiftee

- A.1. Shiftee Replacement ID Form**
(1) Original Copy

Applicant / Client

A.2. School ID

PUP ID that shows the old program enrolled by the student

B. Lost or Stolen ID

- B.1. Lost ID form**
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the Office of Student Services the filled-out form. Location: RM 208 Charlie Del Rosario Bldg.	1.1. Receive the form	None	20 minute/s	• Administrative Aide III; Office of Student Services
	1.2. Have the director sign the filled out form		20 minute/s	• Administrative Aide III; Office of Student Services
2. Pay corresponding Fee at the Cashier's office* Location: South Wing 1st Floor	2. Pay corresponding fee at the Cashier's Office*	Standard Fees Breakdown: Replacement of ID : PHP 150 Total: PHP 150	1 hour/s	• Cashier; Fund Management Office
3. Present to the OSS the official receipt of payment for the processing and issuance of ID Location: RM 208 Charlie Del Rosario Bldg	3. Process and issue the ID	None	30 minute/s	• Administrative Aide III; Office of Student Services

4. Sign in the OSS logbook provided for the purpose Location: RM 208 Charlie Del Rosario Bldg.	4. Require the student to sign in the logbook	None	5 minute/s	• Administrative Aide III; Office of Student Services
Total Processing Time:	Working Days: 2 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

3. Issuance of Permission of Student Development Center

This request is processed by the Office of Student Services for students and organizations seeking permission to use the student development center.

Office or Division:	Office of Student Services					
Category:	External Service					
Classification:	Simple					
Type of Transaction:	G2C (Government to Citizen)					
Who may avail:	All Polytechnic University of The Philippines Students					
Operating Hours:	Others					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
For Standard Requirement <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1. Letter of request (1) Original Copy</td> <td style="width: 90%;">Applicant / Client</td> </tr> </table>					1. Letter of request (1) Original Copy	Applicant / Client
1. Letter of request (1) Original Copy	Applicant / Client					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)		
1. Submit letter of request on the Office of Student Services Location: RM 208 Charlie Del Rosario Bldg.	1. Receive the letter	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant IV; Office of Student Services 		
2. Check Availability of the Student Development Center Location: RM 208 Charlie Del Rosario Bldg.	2. Review the request letter	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Assistant IV; Office of Student Services 		
Student Development Center Not Available on the Preferred Date of activity 3.A.Review other available dates Location: Charlie Del Rosario Bldg. Room 208	3.A. Change the schedule of the event	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Assistant IV; Office of Student Services 		
Student Development Center is Available on the Preferred Date of activity 3.B.log in the logbook Location: Charlie Del Rosario Bldg. Room 208	3.B. Submit letter to the OSS Director for signature and require student to sign in logbook	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Assistant IV; Office of Student Services 		
Total Processing Time:						
*For Student Development Center Not Available on the Preferred Date of activity	Working Days: 1 hour/s, 5 minute/s					
*For Student Development Center is Available on the Preferred Date of activity	Working Days: 55 minute/s					
Total Processing Fee:						
*For Student Development Center Not Available on the Preferred Date of activity	Total Standard Fee: None					
*For Student Development Center is Available on the Preferred Date of activity	Total Standard Fee: None					

4. Processing of Application for Student Fund-Raising

Fund Raising Application or commonly called FRA is a way for recognized student, employees, and faculty organizations to raise funds to finance specific projects. The FRA is regulated under PUP Executive Order No. 12 s. 2024.

Office or Division:	Office of Student Services
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Polytechnic University of the Philippines Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Fund Raising Activity Checklist Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
2. Letter of Intent (1) Original Copy	Applicant / Client
3. Project Proposal (1) Original Copy	Applicant / Client
4. Fund Raising Activity Application Form (Annex A) (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
5. Registration of any of the following (1) Original Copy Remarks: (a) Official Receipt (b) Pre-Numbered Tickets (c) Control Sheet	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
6. Use of University Facility (1) Original Copy Remarks: (a) Approved Venue Request Letter (b) RGO Form with Amount Paid for venue	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
For Situational Requirement	
A. Fund raising with Procurement of Goods	
A.1. Procurement and Outsourcing of Goods and Services (1) Original Copy Remarks: (a) if P500,000 and above, subject to bidding within 3 months processing period (b) if P500,000 – P499,999 subject to small value proc.within 2 months processing period	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
Sub Situational Requirement/s	
A.a. Procurement Requirements	
A.a.1. Copy of project procurement management plan (PPMP) (1) Original Copy	Applicant / Client
A.a.2. Copy of approved annual procurement plan (APP) from BAC (1) Original Copy	Applicant / Client

	A.a.3. Approved Purchase Request (3) Original Copy		Applicant / Client		
	A.a.4. Market survey (at least 3 legitimate suppliers) (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit sector head-endorsed letter of intent to the office of student services Location: RM 208 Charlie Del Rosario Bldg.	1.1. Accept the Application 1.2. Accept the DTS# in the system 1.3. Print and provide the FRA Checklist	None	30 minute/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services 	
			15 minute/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services 	
			1 hour/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services 	
2. Compliance with the FRA Checklist Location: RM 208 Charlie Del Rosario Building	2.1. Receive the requirements 2.2. Initial evaluation and require the registration of receipts and control sheet 2.3. Evaluation and Endorsement to OSS Director For fund-raising activities with projected net income amounting to P100,000 and below:		None	2 hour/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator ; Office of Student Services
				2 working day/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
	2.4. Evaluation and Endorsement to VPSAS For fund-raising activities with projected net income amounting to P100,001 to P500,000			3 hour/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
	2.5. Evaluation and Endorsement to University President for fund-raising activities with projected net income amounting to P500,001 and above			2 working day/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
3. Sign the FRA Logbook Location: RM 208 Charlie Del Rosario Bldg	3.1. Provide the Approved FRA Application Form 3.2. Record the FRA Application on the FRA Matrix	None		10 minute/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
			10 minute/s	<ul style="list-style-type: none"> • Student Activity Monitoring and Evaluation Coordinator; Office of Student Services 	

Total Processing Time:	Working Days: 6 working day/s, 7 hour/s, 5 minute/s
Total Processing Fee:	Total Standard Fee: None

5. Processing of Request for On-Campus Student Activities

This service can be availed by the students who wish to conduct academic and non-academic activities within campus premises subject to approval by the concerned officials.

Office or Division:	Office of Student Services							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	All Polytechnic University of the Philippines Students							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Letter of request (1) Original Copy								
Applicant / Client								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit the letter of intent to the office of student services Location: RM 208 Charlie Del Rosario Bldg.	1. Receive the letter	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services 				
2. Sign in the Student Activity Logbook Location: RM 208 Charlie Del Rosario Bldg	2.1. Submit letter to the OSS Director for signature	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services 				
	2.2. Create a DTS number for the request		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services 				
3. Endorse the signed request letter of intent to the concerned sector head. Location: RM 208 Charlie Del Rosario Building	3.1. Transfer the DTS Number to the respective sector head	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services 				
	3.2. Tag the student signatories on SIS as a reminder to submit the narrative report after the activity		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services 				
Total Processing Time:		Working Days: 1 hour/s, 15 minute/s						
Total Processing Fee:		Total Standard Fee: None						

6. Processing of Student Application for Off-Campus Activities

Off-Campus Activity are activities that may be conducted by Officially Enrolled Students and Students Organizations outside the University. The Off-Campus Activity is regulated under CHED Memo No. 63, S.2017, and PUP Executive Order No. 11 S. 2024

Office or Division:	Office of Student Services
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Officially Enrolled Students and Registered Student Organizations
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Situational Requirement	
A. Pre - Approval Requirements	
A.1. Off Campus Activity Checklist Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
A.2. ANNEX B: Letter of Intent addressed to the sector head and duly recommended by the Director/ Dean. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
A.3. ANNEX C: Summary list of all Participants (Personnel-in-charge and Students) indicating their respective colleges. (1) Original Copy	Applicant / Client
A.4. Latest Student's Certificate of Registration. (1) Original Copy	Applicant / Client
A.5. ANNEX E: Endorsement letter from concerned Dean/Director to Medical and Dental Services Office Director (1) Original Copy	Applicant / Client
A.6. Medical Clearance (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Office
A.7. First Aid Kit and list with signature of medical and dental services office staff (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Office
Remarks: Type of first aid will be determined by Medical and Dental Services Office	
A.8. Group insurance for all participants. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
A.9. Consent Form duly signed by the parent/guardian with attached photocopy of parent/guardian's valid ID with wet signature. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
A.10. ANNEX F: Assumption of Responsibility of PIC and concerned Sector Head. (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Student Services
B. For research related activities	
B.1. Endorsement from Research Management Office (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Management Office
C. For Curricular activity	

C.1. Copy of Curriculum
(1) Original Copy

Applicant / Client

C.2. Request letter to show proof of advance and proper coordination with the Local Government or concerned NGOs
(1) Original Copy

Applicant / Client

C.3. Fees/ Fund
(1) Original Copy

Applicant / Client

Remarks:

As Applicable

D. For activity outside the country

D.1. Passport of participant
(1) Photo Copy

Applicant / Client

E. Upon Approval

E.1. Individual Itinerary of Travel reviewed by PIC and approved by Dean/ Director.
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.2. Endorsement letter from concerned Dean/Director to Medical and Dental Services Office Director
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.3. ANNEX E: Endorsement letter from concerned Dean/Director to Medical and Dental Services Office Director
(1) Original Copy

Applicant / Client

E.4. Medical Clearance
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Office

E.5. First Aid Kit and list with signature of medical and dental services office staff
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Office

Remarks:

Type of first aid will be determined by Medical and Dental Services Office

E.6. Group insurance for all participants.
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.7. Consent Form duly signed by the parent/guardian with attached photocopy of parent/guardian's valid ID with wet signature.
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.8. ANNEX F: Assumption of Responsibility of PIC and concerned Sector Head.
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.9. ANNEX G: Risk Assessment Plan prepared by the Personnel-in-Charge/Adviser duly approved by the Dean/ Director.
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

E.10. Consultation conducted to concerned students and stakeholders with attached minutes prepared by personnel-in-charge with wet signature.
(1) Original Copy

Applicant / Client

E.11. Procurement Requirements
(1) Original Copy

Applicant / Client

Remarks:

for activities that involve procurement and/or outsourcing of equipment/machines, facilities and services

E.12. ANNEX H: Complied Student Requirements prepared by personnel-in-charge
(1) Original Copy

Applicant / Client

F. Ched Requirements

F.1. ANNEX I: CHED Template Annex A- Certificate of Compliance (duly notarized)
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

F.2. ANNEX J: CHED Template Annex B- Report of Compliance
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

F.3. ANNEX K: CHED Template Annex C-Comprehensive Semestral/ Term Report (for Curricular Activities only)
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

F.4. Compilation of all the requirements to be submitted to CHED NCR
(2) Photo Copy

Applicant / Client

Remarks:

Original copy remains with the concerned Sector

G. Financial Requirement

G.1. ANNEX L: Letter Request for funding
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Approved Dean / Director Endorsed Off- Campus Application to Office of the Student Services Location: RM 208 Charlie Del Rosario Bldg	1.1. Receive the application	None	5 minute/s	• Student Activity Monitoring and Evaluation Coordinator ; Office of Student Services
	1.2. Initial Evaluation		2 working day/s	• Student Activity Monitoring and Evaluation Coordinator ; Office of Student Services
	1.3. Issuance to Proponents of the Detailed Evaluation Results		1 hour/s	• Student Activity Monitoring and Evaluation Coordinator ; Office of Student Services
	1.4. Endorse the Off Campus activity requirements to the Office of Student Services Director		2 hour/s	• Student Affairs Section Chief; Office of Student Services
2. Sign Off Campus Student Log book Location: RM 208 Charlie Del Rosario Bldg.	2.1. Issuance of compliance certificate	None	10 minute/s	• Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
	2.2. Record to the application at the off campus activity database		10 minute/s	• Student Activity Monitoring and Evaluation Coordinator; Office of Student Services
	2.3. Endorse to the Sector Head		3 working day/s	• Student Activity Monitoring and

Total Processing Time:	Working Days: 5 working day/s, 3 hour/s, 25 minute/s
Total Processing Fee:	Total Standard Fee: None

7. Release of student request for medals

This service can be availed by students exclusively for use during their recognition/awarding-related activities.

Office or Division:	Office of Student Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Colleges and Campuses			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Request (1) Original Copy	Applicant / Client			
2. Proof of Event Any of the following:				
2.A. Approved Event Approval (1) Original Copy Or (1) Photo Copy	Applicant / Client			
2.B. Concept Paper (1) Original Copy Or (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present letter of request and program flow addressed to the Director of the Office of the Student Services Location: Charlie Del Rosario Bldg. Room 208	1. Receive and Submit the letter to OSS Director for signature	None	2 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Office of Student Services Administrative Assistant IV; Office of Student Services
2. Sign the Medals Releasing Logbook Location: Charlie Del Rosario Bldg Room 208	2.1. Provide the number of medals as approved by the Director 2.2. Update Inventory Stock Card	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Office of Student Services Administrative Assistant IV ; Office of Student Services
			5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Office of Student Services Administrative Assistant IV; Office of Student Services
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office of the Counseling and Psychological Services

1. Counseling Interview

A structured and goal-oriented session between a counselor and a student to address concerns, emotions, and goals

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Enrolled Students of Polytechnic University of the Philippines Sta. Mesa
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Identification Card

Any of the following:

1.A. School ID
(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Student Services- Charlie Del Rosario Building

1.B. Registration Card
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section- Main Building

2. Duly Accomplished Consent Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk, Charlie Del Rosario Building

For Situational Requirement

A. For Students with Referrals

A.1. Referral Letter or Slip
(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk/Students, faculty, and administrative employees of different colleges and departments

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk with the required documents Location: Office of Counseling and Psychological Services- Charlie Del Rosario Building	1. Verify the Documents	None	3 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/ VI; Office of the Counseling and Psychological Services
2. Sign in the Counseling Log Sheet Location: Office of Counseling and Psychological Services	2. Provide the log sheet	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
3. Accomplish the Consent Form Location: Office of Counseling and Psychological Services	3. Provide the form	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services

4. Undergo initial counseling assessment Location: Office of Counseling and Psychological Services	4. Conduct the interview or assessment	None	40 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
5. Secure an appointment for additional sessions if required Location: Office of Counseling and Psychological Services	5. Provide the appointment slip to the client	None	2 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 1 hour/s			
Total Processing Fee:	Total Standard Fee: None			

2. Counseling Interview (On-line)/Tele-Counseling Interview

Providing mental health services remotely through video calls, emails, text messages, or phone calls to address students' concerns, emotions, and goals.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	all enrolled students of Polytechnic University of the Philippines Sta. Mesa
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Online Request on PUP Sinta Portal

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - <https://pupsinta.freshservice.com/support/home>

2. Duly accomplished consent form through the link

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services- Counseling Assignment Admin (Online)

Remarks:

An online consent form will be provided once a request is made.

3. Approved Schedule for the Initial Interview

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services Counselor/Psychologist (Online)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Contact the assigned counselor/psychologist as per the schedule for an initial assessment Location: Office of Counseling and Psychological Services	1. Conduct an interview to understand concerns and explain counseling procedures	None	55 minute/s	<ul style="list-style-type: none"> Counselor/ Psychologist (Online); Office of the Counseling and Psychological Services
2. Request a follow-up session if the client still needs it Location: Office of Counseling and Psychological Services	2. Provide the next schedule	None	5 minute/s	<ul style="list-style-type: none"> Counselor/ Psychologist (online); Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Issuance of Admission Slip

A document issued to students to excuse them from or re-admit them to class, especially if they are tardy or absent.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All high school and college students of Polytechnic University of the Philippines
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Excuse Letter from the student with guardian's signature

(1) Original Copy

Applicant / Client

2. Guardian's ID with signature

(1) Electronic Copy

Applicant / Client

Remarks:

Any government ID

3. Duly accomplished Admission Slip

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front Desk, Charlie Del Rosario Building

For Situational Requirement

A. Situational Requirement
A.1. Medical Clearance/ Certificate

(1) Original Copy

Applicant / Client

Remarks:

Note: Secure Medical Clearance, if the absences exceed more than 5 consecutive days due to illness

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk and present the required document Location: Office of Counseling and Psychological Services	1. Verify documents presented	None	1 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
2. Sign the Admission Log Sheet Location: Office of Counseling and Psychological Services	2. Provide the Admission Log Sheet to the client for signing	None	1 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Office of the Counseling and Psychological Services
3. Complete the Admission Slip Location: Office of Counseling and Psychological Services	3. Provide the Admission Slip for the client to fill out	None	1 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Office of the Counseling and Psychological Services

4. Take the interview Location: Office of Counseling and Psychological Services	4. Interview the student regarding their absence(s) and issue a slip	None	12 minute/s	• Administrative Aide VI/ Counselor/ Psychologist; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 15 minute/s			
Total Processing Fee:	Total Standard Fee: None			

4. Issuance of Duplicate Copies of Webinar/Seminar Certificate

A webinar/seminar certificate is an official document proving the attendance of an individual who registered attended and evaluated the Office of Counseling and Psychological Services' organized webinars.

Office or Division:	Office of the Counseling and Psychological Services							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	all enrolled students and employees of Polytechnic University of the Philippines							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Proof of Registration or attendance at the webinar or seminar (1) Electronic Copy Remarks: Note: The client must secure proof of attendance at the webinar or a screenshot of their response to the evaluation form.								
CLIENT STEPS AGENCY ACTIONS FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE (Designation; Office)								
1. Send a request through PUP Sinta Portal and attach the necessary documents Location: Office of Counseling and Psychological Services	1.1. Verify documents presented 1.2. Forward the client's request to the assigned personnel	None	10 minute/s 30 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV/VI (online); Office of the Counseling and Psychological Services 				
				<ul style="list-style-type: none"> • Administrative Aide IV/VI (online); Office of the Counseling and Psychological Services 				
2. Wait for the organizer's email Location: Office of Counseling and Psychological Services	2. Process and send the Duplicate copy of the certificate to the client's registered email, with a copy furnished to the Guidance institutional email.	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV/VI (online); Office of the Counseling and Psychological Services 				
Total Processing Time:		Working Days: 1 hour/s, 40 minute/s						
Total Processing Fee:		Total Standard Fee: None						

5. Issuance of Good Moral Character for Board Exam

A document issued to PUP graduates. It is required by external organizations, such as the Professional Regulation Commission (PRC), as part of the application process for activities like board exams.

Office or Division:	Office of the Counseling and Psychological Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Graduating and Graduates Students of Polytechnic University of the Philippines Sta. Mesa			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Certificate of Good Moral Character (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Office of Student Services- Charlie Del Rosario Building		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk and present the required document Location: Office of Counseling and Psychological Services	1. Verify documents provided	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
2. Sign the General Log Sheet Location: Office of Counseling and Psychological Services	2.1. Provide the log sheet to the client for signing	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
	2.2. Encode the data into the Certificate of Good Moral template		15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI ; Office of the Counseling and Psychological Services
	2.3. Submit the certificate to the Chief and Director for approval and certification		15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI ; Office of the Counseling and Psychological Services
3. Secure the Certificate of Good Moral Character Location: Office of Counseling and Psychological Services	3. Issue the certified document to the client	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 45 minute/s			
Total Processing Fee:	Total Standard Fee: None			

6. Issuance of Recommendation Certificate

A document that evaluates a student's attributes, characteristics, and abilities. It is issued by a counselor or psychologist upon the student's request for academic or employment purposes

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Transferring and Graduating Students of Polytechnic University of the Philippines
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Identification Card				
Any of the following:				
1.A. School ID (1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Office of Student Services- Charlie Del Rosario Building				
1.B. Registration Card (1) Electronic Copy Remarks: Registration Card				
Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section-PUP Main Building				
2. Copy of Grades (1) Electronic Copy Remarks: Note: student will take a screenshot of their grades through their SIS account				
Agency - Division: Polytechnic University of the Philippines - Information and Communications Technology Office-PUP Student Information System (SIS)				
3. Duly accomplished Exit Interview Form (1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk, Charlie Del Rosario Building				
4. White Long Envelope (Sample: 1 long) Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk and present the required document Location: Office of Counseling and Psychological Services	1. Verify documents presented	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
2. Sign in the General Log Sheet Location: Office of Counseling and Psychological Services	2. Provide the log sheet for the client to sign	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
3. Complete the Exit Interview Form Location: Office of Counseling and Psychological Services	3. Provide Exit form for the client to fill out	None	5 minute/s	<ul style="list-style-type: none"> Counselor/ Psychologist; Office of the Counseling and Psychological Services

4. Undergo the background verification process Location: Office of Counseling and Psychological Services	4.1. Gather information to acquire background knowledge about the client	None	15 minute/s	• Counselor/ Psychologist ; Office of the Counseling and Psychological Services
	4.2. Assess the interview and review the document presented		20 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
5. Receive the Recommendation Letter Location: Office of Counseling and Psychological Services	5. Issue the recommendation letter in a sealed envelope to the client	None	5 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

7. Issuance of Recommendation Certificate (On-line)

A document that assesses a student's attributes, characteristics, and abilities. It is issued by a counselor or psychologist via email to a student requesting a recommendation for academic or employment purposes.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Transferring and Graduating Students of Polytechnic University of the Philippines
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Standard Requirement		
1. Identification Card		
Any of the following:		
1.A. Identification Card (1) Electronic Copy Remarks: School ID		
1.B. Registration Card (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Student Services-Charlie Del Rosario Building	
2. Copy of Grades (1) Electronic Copy Remarks: Note: student will take a screenshot of their grades through their SIS account		
3. Duly accomplished Exit Interview Form (1) Electronic Copy Remarks: Note: A digital copy of the Exit Interview Form will be emailed by the assigned counselor or psychologist once the request is verified.	Agency - Division: Polytechnic University of the Philippines - Information and Communications Technology Office-PUP Student Information System (SIS)	
CLIENT STEPS		
AGENCY ACTIONS		
FEES TO BE PAID		
PROCESSING TIME		
PERSON RESPONSIBLE (Designation; Office)		
1. Send a request through the PUP Sinta Portal and attach the necessary documents Location: Counseling and Psychological Services	1. Verify documents submitted None 2 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the Counseling and Psychological Services
2. Wait for a response from the assigned counselor/ psychologist Location: Office of Counseling and Psychological Services		
3. Complete the Exit Interview Form and return it to the assigned counselor/ psychologist Location: Office of Counseling and Psychological Services	3.1. Send electronic copy of the Exit Interview Form to the client None 10 minute/s	<ul style="list-style-type: none"> • Counselor/ Psychologist ; Office of the Counseling and Psychological Services

	3.2. Gather relevant information to gain background knowledge about the client		15 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
	3.3. Assess the interview and to review the documents presented		20 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
	3.4. Issue the recommendation letter via email		3 minute/s	• Counselor/ Psychologist; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 5 hour/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None			

8. Psychological Testing and Assessment Service: For Dorm Applicant

As part of the requirements, PUP students who wish to stay at the Hasmin Hostel Dormitory must undergo a psychological exam for assessment.

Office or Division:	Office of the Counseling and Psychological Services			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Dorm applicants of Polytechnic University of the Philippines			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Recommendation Slip Any of the following: <ul style="list-style-type: none"> 1.A. Recommendation Slip (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Hasmin Hostel Manager's Office 1.B. Any Similar Document (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Hasmin Hostel Manager's Office 2. Official Receipt of Psychological Testing Payment (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Fund Management Office-Cashier's Office 3. Approved Schedule of Testing through email (1) Electronic Copy Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services- 207 Testing Room, Charlie Del Rosario Bldg 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services	1. Verify documents presented and the testing schedule	Standard Fees Breakdown: Psychological Testing Fee: PHP 150 <hr/> Total: PHP 150	5 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign the log sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services
3. Complete Personal data Sheet Location: Office of Counseling and Psychological Services	3. Provide the form for the client to fill out	None	15 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services
4. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	4.1. Administer the test 4.2. Check, evaluate, and encode psychological test results	None	5 hour/s 2 working day/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services • Psychometrician ; Office of the Counseling and Psychological Services

				Psychological Services
5. Secure the psychological test result Location: Office of Counseling and Psychological Services	5. Released the psychological test result in a sealed envelope	None	5 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 2 working day/s, 5 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

9. Psychological Testing and Assessment Service: For Administrative Applicants (For Hiring)

Psychological testing is required to assess the applicant's abilities and personality traits. It is also a mandatory part of the hiring process for all administrative or non-teaching applicants at PUP.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Administrative Applicants of the Polytechnic University of the Philippines
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Endorsement Letter				
Any of the following:				
1.A. Endorsement Letter (1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office				
1.B. any similar document (1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office				
2. Exam Waiver and Undertaking				
(1) Original Copy				
Remarks:				
<i>Note: This may be granted to examinees from PUP campuses who are already at the testing office and whose HR endorsement letters are currently being processed, with release expected on the same day.</i>				
3. Official Receipt of Psychological Testing Payment				
(1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Fund Management Office-Cashier's Office				
4. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet				
(1) Original Copy				
Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Recruitment Section				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services Notes/Instruction:	1. Verify if the client has been emailed and has a scheduled appointment for that day. (Only those who have a schedule or an exam waiver will be accommodated)	Standard Fees Breakdown: Psychological Testing Fee (for administrative): PHP 1000 <hr/> Total: PHP 1000	5 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
2. Sign the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services

3. Complete the Personal Data Sheet Location: Office of Counseling and Psychological Services	3. Provide the form for the client to fill out	None	15 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services
4. Undergo Psychological Testing Location: Office of Counseling and Psychological ServicesCheck, evaluate, and encode psychological test result	4.1. Administer the battery of psychological tests	None	5 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
	4.2. Check, evaluate, and encode psychological test result		5 working day/s	• Psychometrician ; Office of the Counseling and Psychological Services
	4.3. Submit the report to the Chief/Director for signature and then forward it to HRMD		1 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 5 working day/s, 6 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1000		

10. Psychological Testing and Assessment Service: For On-the-Job Training (OJT) Students (Group Testing)

Students must undergo psychological testing as part of the OJT program of the different colleges on the main campus.

Office or Division:	Office of the Counseling and Psychological Services			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	All Colleges of the Polytechnic University of the Philippines (for On-the-Job Training) in Sta. Mesa			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Request from the dean, chairperson				
Any of the following:				
1.A. Client's Identification card (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Student Services-Charlie Del Rosario Building			
1.B. Registration Certificate (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section-PUP Main Building			
2. Approved Testing Schedules and Room Assignment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - College Departments in Polytechnic University of the Philippines-Sta. Mesa			
Remarks:				
<i>Note: Schedules will be provided by the Office of Counseling and Psychological Services and forwarded to the College Departments once the letter of request for psychological testing is approved, as requested by the OJT Coordinator</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. OJT students report on the date and proceed to the assigned testing room Location: Office of Counseling and Psychological Services	1. Verify documents presented and the testing schedule	None	15 minute/s	<ul style="list-style-type: none"> • Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the Testing Log Sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services
3. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	3.1. Administer the test	None	6 hour/s	<ul style="list-style-type: none"> • Psychologist/ Psychometrician; Office of the Counseling and Psychological Services
	3.2. Check, evaluate, and encode psychological test result		20 working day/s	<ul style="list-style-type: none"> • Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services

	3.3. Submit the report to the chief/director for signature and then forward it to the requesting Colleges		1 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 20 working day/s, 7 hour/s, 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

11. Psychological Testing and Assessment Service: For On-the-Job Training (OJT) Student (Individual Testing)

As part of the OJT program in various colleges on the main campus, students are required to undergo psychological testing. This service is typically administered in a group setting; however, a student can request an individual schedule, provided they have obtained permission from the Office of Counseling and Psychological Services.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Students of Polytechnic University of the Philippines Main Campus (for On-the-Job Training)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request approved by the On-the-Job Training coordinator (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - College Departments in Polytechnic University of the Philippines-Sta. Mesa
2. Approved Schedule of Testing (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services 207 Testing Room, Charlie Del Rosario Bldg.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services	1. Verify documents presented and schedule of testing	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the Testing Log Sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
3. Accomplish Personal data Sheet Location: Office of Counseling and Psychological Services	3. Give Personal Data Sheet to student	None	15 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
4. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	4.1. Administer the test	None	6 hour/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
	4.2. Check, evaluate, and encode psychological test result		5 working day/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
	4.3. Submit the report to the chief/director for signature		5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services
5. Secure the psychological test result Location:	5. Released the psychological test results in Sealed envelope	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the

Office of Counseling and Psychological Services			Counseling and Psychological Services
Total Processing Time:	Working Days: 5 working day/s, 6 hour/s, 35 minute/s		
Total Processing Fee:	Total Standard Fee: None		

12. Psychological Testing and Assessment Service: For Post Baccalaureate (College of Education)

A psychological test is part of the admission requirements for the Post-Baccalaureate Program in the College of Education.

Office or Division:	Office of the Counseling and Psychological Services			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Post-Baccalaureate Student Applicants of the College of Education			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Endorsement Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - College of Education/ Admission and Registration Services Section			
2. Approved Testing Schedule and Room Assignment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services – Front desk, Charlie Del Rosario Building			
Remarks: <i>Note: Schedules will be provided by the Office of Counseling and Psychological Services once the client presented their endorsement slip</i>				
3. Duly accomplished Personal Data Sheet (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services – Front desk, Charlie Del Rosario Building			
4. Official Receipt of Psychological Testing Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office, Cashier's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Student-applicant will report on the date and proceed to the assigned testing room Location: Designated Classrooms for Testing	1. Verify documents presented and the testing schedule	Standard Fees Breakdown: Psychological Testing fee: PHP 750 <hr/> Total: PHP 750	15 minute/s	• Psychologist/ Psychometrician; Office of the Counseling and Psychological Services
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	15 minute/s	• Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services
3. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	3.1. Administer the test	None	6 hour/s	• Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services
	3.2. Check, evaluate, and encode psychological test result		10 working day/s	• Psychometrician; Office of the Counseling and Psychological Services

	3.3. Submit the report to the chief/director for signature and then forward it to the requesting College of Education or Admission and Registration Services Section		1 hour/s	• Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 10 working day/s, 7 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 750			

13. Psychological Testing and Assessment Service: For the College of Law

A psychological test is a requirement for admission to the College of Law program at the Polytechnic University of the Philippines.

Office or Division:	Office of the Counseling and Psychological Services				
Category:	External Service				
Classification:	Highly Technical				
Type of Transaction:	G2C (Government to Citizen)				
Who may avail:	Juris Doctor Student Applicants of the College of Law				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Test Permit (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - College of Law – Registrar's Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Student-applicant will report on the date and proceed to the assigned testing room Location: Office of Counseling and Psychological Services	1. Verify documents presented	Standard Fees Breakdown: Psychological Testing Fee: PHP 750 <hr/> Total: PHP 750	15 minute/s	<ul style="list-style-type: none"> Director; Office of the Counseling and Psychological Services 	
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	15 minute/s	<ul style="list-style-type: none"> Psychometrician; Office of the Counseling and Psychological Services 	
3. Undergo Psychological Testing Location: College of Law Classrooms	3.1. Administer the test	None	3 hour/s	<ul style="list-style-type: none"> Counselor/ Psychologist/ Psychometrician; Office of the Counseling and Psychological Services 	
	3.2. Check, evaluate, and encode psychological test result		20 working day/s	<ul style="list-style-type: none"> Counselor/ Psychologist; Office of the Counseling and Psychological Services 	
	3.3. Submit the report to the chief/director for signature and then forward it to the College of Law		1 hour/s	<ul style="list-style-type: none"> Administrative Aide IV/ VI ; Office of the Counseling and Psychological Services 	
Total Processing Time:	Working Days: 20 working day/s, 4 hour/s, 30 minute/s				
Total Processing Fee:	Total Standard Fee: PHP 750				

14. Psychological Testing and Assessment Service: For Transferees

Psychological testing for transferees is one of the requirements in the admission process. It is used to assess the mental and emotional state of students transferring from another institution.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Student Transferees Approved by the Admission and Registration Services Section
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Endorsement Slip (1) Original Copy Remarks: <i>Note: Endorsement slip should also be signed by the department to which they want to transfer</i>	Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section-PUP Main Building and College Departments in Polytechnic University of the Philippines-Sta. Mesa			
2. Duly accomplished Personal data sheet (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services – 207 Charlie Del Rosario Building			
3. Official Receipt of Psychological Testing Payment (1) Original Copy Remarks: <i>Note: Transferees from PUP campuses are exempt from paying the testing fee. They only need to provide their Transcript of Records, or an Informative Copy of Grades issued by PUP campuses.</i>	Agency - Division: Polytechnic University of the Philippines - Fund Management Office-Cashier's Office			
4. Approved Testing Schedules and Room Assignment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services – 207 Charlie Del Rosario Building			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The student applicant will report on the date and go to the assigned testing room Location: Office of Counseling and Psychological Services/Assigned Testing Room	1. Verify the documents presented	Standard Fees Breakdown: Psychological Testing Fee: PHP 750 <hr/> Total: PHP 750	15 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services
2. Sign the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services/Assigned Testing Room	2. Require the client to sign in the log sheet	None	15 minute/s	• Psychometrician; Office of the Counseling and Psychological Services
3. Undergo Psychological Testing Location: Office of Counseling and Psychological Services/Assigned Testing Room	3.1. Administer the test 3.2. Check, evaluate, and encode psychological test result	None	3 hour/s 20 working day/s	• Psychometrician ; Office of the Counseling and Psychological Services
				• Psychometrician; Office of the Counseling and Psychological Services

	3.3. Submit the report to the chief/director for signature and then forward it to the Admission and Registration Section		1 hour/s	• Administrative Aide IV / VI ; Office of the Counseling and Psychological Services
Total Processing Time:	Working Days: 20 working day/s, 4 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 750			

15. Psychological Testing and Assessment Service: For Faculty Applicants (For Hiring)

Psychological testing is required to assess the applicant's abilities and personality traits. It is also a mandatory part of the hiring process for all teaching applicants at PUP.

Office or Division:	Office of the Counseling and Psychological Services
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All Faculty Applicants of the Polytechnic University of the Philippines
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Endorsement Letter

Any of the following:

1.A. Endorsement Letter

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office

1.B. any similar document

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office

2. Exam Waiver and Undertaking

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services- Director's Office, Charlie Del Rosario Building

Remarks:

Note: This may be granted to examinees from PUP campuses who are already at the testing office and whose HR endorsement letters are currently being processed, with release expected on the same day.

3. Official Receipt of Psychological Testing Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office-Cashier's Office

4. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Recruitment Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services Notes/Instruction:	1. Verify if the client has been emailed and has a scheduled appointment for that day. (Only those who have a schedule or an exam waiver will be accommodated)	Standard Fees Breakdown: Psychological Testing Fee (for Faculty): PHP 1500 <hr/> Total: PHP 1500	5 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services
2. Sign the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	5 minute/s	• Psychometrician; Office of the Counseling and Psychological Services
3. Complete the Personal Data Sheet Location: Office of Counseling and Psychological Services	3. Provide the form for the client to fill out	None	15 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services

4. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	4.1. Administer the battery of psychological tests	None	5 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
	4.2. Check, evaluate, and encode psychological test result		5 working day/s	• Office of Counseling and Psychological Services; Office of the Counseling and Psychological Services
	4.3. Submit the report to the Chief/Director for signature and then forward it to HRMD		1 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 5 working day/s, 6 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 1500		

16. Psychological Testing and Assessment Service: For Shifter

This service evaluates students shifting to a different academic program through standardized psychological tests.

Office or Division:	Office of the Counseling and Psychological Services						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	All PUP Students Approved by their Respective Colleges at PUP Sta. Mesa to Shift to another Academic Program						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement <ul style="list-style-type: none"> 1. Endorsement Slip (1) Original Copy 2. Approved Testing Schedule (1) Original Copy 							
1. Endorsement Slip (1) Original Copy <p style="text-align: right;">Agency - Division: Polytechnic University of the Philippines - College Departments in Polytechnic University of the Philippines-Dean's Office</p>							
2. Approved Testing Schedule (1) Original Copy <p style="text-align: right;">Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services – 207 Charlie Del Rosario Building</p>							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services	1. Verify documents presented and the testing schedule	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services 			
2. Sign in the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services 			
3. Complete Personal data Sheet Location: Office of Counseling and Psychological Services	3. Provide the form for the client to fill out	None	15 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services 			
4. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	4.1. Administer the test	None	5 hour/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services 			
	4.2. Check, evaluate, and encode psychological test result		3 working day/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services 			
	4.3. Submit the report to the chief or director for signature and forward it to the Admissions Office		5 minute/s	<ul style="list-style-type: none"> • Psychologist/ Psychometrician ; Office of the Counseling and Psychological Services 			
Total Processing Time:		Working Days: 3 working day/s, 5 hour/s, 30 minute/s					

Total Processing Fee:

Total Standard Fee: None

Office of the Learning Management System

1. Creation of Cyber Classroom in the eMabini Portal

This service provides a cyber-classroom for subject offerings of the program.

Office or Division:	Office of the Learning Management System				
Category:	External Service				
Classification:	Simple				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	Program Chair				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Course Offering (1) Photo Copy Or (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Open University System- Institute of Open and Distance Education			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Present approve Program Course Offering Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	1.1. Review and Verify Program Offering	None	20 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System Chief; Office of the Learning Management System 	
	1.2. Generate cyber classroom		1 hour/s, 10 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System 	
Total Processing Time:	Working Days: 1 hour/s, 30 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Generation of New Account in the eMabini Portal for Course Specialist

This service provides the Course Specialist user account in the eMabini Portal.

Office or Division:	Office of the Learning Management System			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Course Specialist Chairperson of the Department where the Course Specialist is assigned Academic Program Head Institute of Open and Distance Education for Course Specialist of the Open University			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Teaching Assignment/ Appointment (1) Photo Copy Or (1) Electronic Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Institute of Open and Distance Education</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present approved Teaching Assignment / Appointment Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	1.1. Review and Verify Teaching Assignment / Appointment 1.2. Generate user account 1.3. Tag the courses	None	10 minute/s 10 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System
2. Access the eMabini Portal account Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	2. Advise the client of the created account	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System
Total Processing Time:		Working Days: 35 minute/s		

Total Processing Fee:	Total Standard Fee: None
-----------------------	--------------------------

3. Generation of New Account in the eMabini Portal for Students

This service provides the student user account in the eMabini Portal.

Office or Division:	Office of the Learning Management System				
Category:	External Service				
Classification:	Simple				
Type of Transaction:	G2C (Government to Citizen)				
Who may avail:	Student				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Advising Form (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Institute of Open and Distance Education				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Present approved Advising Form Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	1.1. Review and Verify Approved Advising Form	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System 	
	1.2. Generate user account		5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System 	
	1.3. Tag the courses		5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System Learning Management System- Chief; Office of the Learning Management System 	
Total Processing Time:	Working Days: 15 minute/s				
Total Processing Fee:	Total Standard Fee: None				

4. Tagging of Courses- For Old Student's Account

This service provides the old student user account in the eMabini Portal.

Office or Division:	Office of the Learning Management System					
Category:	External Service					
Classification:	Simple					
Type of Transaction:	G2C (Government to Citizen)					
Who may avail:	Student					
Operating Hours:	Others					
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE				
For Standard Requirement						
1. Present approved advising form (1) Photo Copy Or (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Institute of Open and Distance Education				
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME		
1. Present approved Advising Form Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph		1.1. Review and Verify Approved Advising Form	None	10 minute/s		
		1.2. Tag the courses		10 minute/s		
		1.3. Advise the client of the account		5 minute/s		
Total Processing Time:		Working Days: 25 minute/s				
Total Processing Fee:		Total Standard Fee: None				

5. Tagging of Courses- For Old Course Specialist Account

This service provides the old course specialist user account in the eMabini Portal.

Office or Division:	Office of the Learning Management System			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Course Specialist			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Present approved Teaching Assignment (1) Photo Copy Or (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Institute of Open and Distance Education		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present approved Teaching Assignment Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	1.1. Review and Verify Approved Advising Form	None	5 minute/s	<ul style="list-style-type: none"> Review and Verify Approved Advising Form; Open University System – Learning Management Section
	1.2. Tag the courses		10 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System
2. Access the eMabini Portal account Location: LMS Section 2nd Floor NALLRC, Research Laboratory 1 and 2 (OU) emabini@pup.edu.ph	2. Advise the client of the account	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Office of the Learning Management System
Total Processing Time:	Working Days: 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office of the University Registrar

1. Processing of Request for Cross Enrollment Service (PUP Campuses to PUP Main Campus)

Student of the University may be authorized by the concerned Dean/Director and given permission by the University Registrar to cross-enroll within PUP System if the course/s they need to enroll during a given term is/are not offered in their respective campuses.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Cross-enrolles student within Polytechnic University of the Philippines (PUP System)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Cross-Enrollment Form (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Campuses
2. Official Receipt for Cross-Enrollment (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
3. Latest Certificate of Registration (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: To be downloaded at PUP Student Information System Link: sis.pup.edu.ph/student/	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure permission to cross-enroll from PUP Campus to PUP Main Campus Location: Respective PUP Campuses Notes/Instruction: <i>The student must check if they have allowable units to enroll</i>	1. The Campus Director will endorse the student to OVPC for approval.	None	1 working day/s	<ul style="list-style-type: none"> • Administrative Staff; Campuses
2. Proceed to the Office of the Vice President for Campuses for the approval of letter for cross-enrollment. Location: Office of the Vice President for Campuses, 2nd Flr., South Wing, PUP Main Campus	2. Check the completeness of the required documents. Approved and released the letter for cross enrollment.	None	1 working day/s	<ul style="list-style-type: none"> • Administrative Staff; Office of the Vice President for Campuses • Vice President for Campuses; Office of the Vice President for Campuses
3. Proceed to the University Registrar and submit cross-enroll form for approval Location: Office of the University Registrar, Ground Flr., South Wing, PUP Main Campus Notes/Instruction: <i>Proceed to the College that offers the course to check the availability. If available, approval from the Chairperson</i>	3. Release approved cross-enroll form and verify the completeness of the documents.	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Office of the University Registrar • University Registrar; Office of the University Registrar

<i>and get course details (program, year, section, schedule and room).</i>				
4. Proceed to Fund Management Office for payment for Cross-Enrollment Fee Location: Fund Management Office, Ground Flr., South Wing, PUP Main Bldg.	4. Accept payment and issues official receipt.	Standard Fees Breakdown: Cross-Enrollment Fee: PHP 150 <hr/> Total: PHP 150	10 minute/s	• Administrative Aide I-IV; Fund Management Office
5. Proceed to Admission Services for final approval of request to cross-enroll Location: Admission and Registration Services Section, Rm 107, Ground Flr., West Wing, PUP Main Bldg.	5. Issue manual registration form and fill out completely.	None	5 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section • Chief, Admission and Registration Services Section; Admission and Registration Services Section
6. Proceed to Office of the Vice President for Campuses for tagging of courses Location: Office of the Vice President for Campus, 2nd Flr., South Wing, PUP Main Bldg.	6. Tag the courses and assessment of fees	None	30 minute/s	• Administrative Staff; Office of the Vice President for Campuses
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus

- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

2. Processing of Request for Polytechnic University of the Philippines College Entrance Test (PUPCET) On-Line Application Service

PUPCET On-Line Application (iApply) enable students/applicants to register for University Entrance Test.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<ul style="list-style-type: none"> • Graduating Senior High School Students • Graduate Senior High School Students Who Have Not Enrolled in Any College, Technical or Vocational School • An Alternative Learning System Accreditation &Equivalency (ALS A&E) Test for Secondary Level Passer, eligible for admission to college and has 100 or higher Standard Score (SS) with Essay Writing of 2 or higher. • A Philippine Educational Placement Test (PEPT) passer, eligible for admission to college with an average rating of 82% or higher in its five (5) subject areas: Math, English, Science, Filipino, and Araling Panlipunan
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUPCET Pre-Application Form (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - ADMISSION AND REGISTRATION SERVICES SECTION			
Remarks: Apply through PUPCET iApply website on scheduled date. Link: https://iapply.pup.edu.ph/signin				
2. 2 x 2 colored picture with white background and name tag (Sample: 1 piece)	Applicant / Client			
Remarks: 2 x 2 colored picture with white background and name tag must: <ul style="list-style-type: none">• Formal pose with collar and no eyeglasses or any accessories that may cover the facial features• Taken in the past seven (7) days prior to filing of on-line application• With complete, readable name tag: First Name, Middle Name and Last Name as indicated in your PSA Birth Certificate positioned at the chest area of the picture. Note: This will be uploaded to iApply account.				
3. Original and/or certified true copy of grades of Grade 11 Report Card (1) Electronic Copy	Applicant / Client			
CLIENT STEPS 1. Visit the PUP Website, apply for PUP College Entrance Test (PUPCET) and go to iApply and read the information provided and click the iApply Now button. Location: Website: pup.edu.ph Notes/Instruction: <i>Visit the iApply website and register for new account</i> <i>Before you register online, please make sure that you have the following files on your device or USB drive (each file size must not be more than 300 kb only).</i> <ul style="list-style-type: none">• Applicant's photo must be JPEG file.• Scanned Grade 11 Report Card JPEG file (General Weighted Average (GWA) in Grades 11 of 82% or higher.)	AGENCY ACTIONS 1. Monitor on-line application.	FEES TO BE PAID None	PROCESSING TIME 30 minute/s	PERSON RESPONSIBLE (Designation; Office) • Administrative Aide III-IV; Admission and Registration Services Section • ICTO Officer; Information and Communications Technology Office

Link: https://iapply.pup.edu.ph/signin 2. Click the PUPCET icon and answer the pre-application questionnaire to determine if you are qualified to apply. Location: PUP iApply Website: iapply.pup.edu.ph	2. Monitor the on-line application	None	5 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
3. Click Proceed to begin your On-Line registration and select your intended campus and program and submit the application Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <div style="border: 1px solid black; padding: 10px;"><p><i>Take note of the following:</i></p><ul style="list-style-type: none">• Type or select the required information in the form and click Next;• Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate;• Make sure that the email address you will provide in the application is active and correct;• Upload a scanned clear copy of your photo and grade 11 report card in correct format as stated in the guidelines</div>	3. Inform the client that any misrepresentations (or giving false/incorrect information) in your On-Line application will automatically invalidate their admission in the University.	None	30 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
4. Read the service agreement and confirm the submission of application by finalizing the application. Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <i>If the information you have entered is correct, read the service agreement and confirm by:</i> <ol style="list-style-type: none">1. Checking the Yes, I have read and understood...box2. Typing your complete name in the Digital Signature, and3. Typing the characters in the Digital Security Code4. Click Make Changes if you need to make necessary changes or Next to finally submit your information.	4. Monitor the on-line application	None	10 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section
5. After submission of your application, allow five (5) working days before claiming your ePermit. Location: PUP iApply Website: iapply.pup.edu.ph Notes/Instruction: <i>Note: Remember or write down your Reference Number.</i>	5. The Admission and Registration Services Section review, evaluate and approve the application as to the authenticity, correctness of uploaded photo, and whether the applicant is qualified for admission requirements.	None	5 working day/s	• Administrative Aide III-IV; Admission and Registration Services Section
6. Go to PUP iApply and click Claim ePermit to download. Location: Website: iapply.pup.edu.ph Notes/Instruction: <i>If "Problem with your Photo" notification appeared, scan a new photo with the</i>	6. Approve the application and upload ePermit	None	10 minute/s	• Administrative Aide III-IV; Admission and Registration Services Section

correct format and click Upload Photo.			
Total Processing Time:	Working Days: 5 working day/s, 1 hour/s, 25 minute/s		
Total Processing Fee:	Total Standard Fee: None		

3. Processing of Request for Cross Enrollment Service (Main Campus to Campuses/Institute of Technology/Open University System)

Student of the University may be authorized by the concerned Dean and given permission by the University Registrar to cross-enroll within PUP System if the course/s they need to enroll during a given term is/are not offered in their respective colleges.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Cross-enrolles student from Polytechnic University of the Philippines Main Campus
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Daily Accomplished Cross-Enrollment Form (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section
2. Official Receipt for Cross-Enrollment (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
3. Latest Certificate of Registration (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office
Remarks: To be downloaded at PUP Student Information System Link: sis.pup.edu.ph/student/	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Secure permission to cross-enroll form at Admission and Registration Services Section Location: Admission and Registration Services Section, West Wing, Ground Floor, PUP Main Building Notes/Instruction: <i>The student must check if they have allowable units to enroll</i>	1. The Admission and Registration Services Section will release cross-enrollment form to the student.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III-IV; Admission and Registration Services Section
2. Proceed to the college dean for approval of cross-enrollment Location: College Dean	2. Check the completeness of the required documents. Approved and released the letter for cross enrollment.	None	1 hour/s	<ul style="list-style-type: none"> College Dean; Colleges/Department
3. Go to the Campuses/Institute of Technology/Open University System that offers the course to check the availability. If available, approval from the Director/Academic Head/Registrar and get course details (program, year, section, schedule and room). Location: Campuses Institute of Technology, NDC Compound, Pureza St., Sta. Mesa, Manila, Philippines Open University System, 4/F Ninoy Aquino Library and Learning	3. Approve the cross enrollment form and provide the details of availability of the course/s to be enrolled.	None	1 working day/s	<ul style="list-style-type: none"> Director/Academic Head/Registrar; Campuses Director/Registrar; Institute of Technology Director/Registrar; Open University System Executive

Resources Center, A. Mabini Campus, Sta. Mesa, Manila				
4. Proceed to Fund Management Office for payment of cross enrollment fee. Location: Fund Management Office, Ground Flr., South Wing, PUP Main Bldg.	4. Accept payment for cross enrollment fee and issue official receipt	Standard Fees Breakdown: Cross Enrollment Fee: PHP 150 <hr/> Total: PHP 150	20 minute/s	<ul style="list-style-type: none"> Cashier Officer; Fund Management Office
5. Go to the University Registrar and submit cross-enroll form for approval Location: Office of the University Registrar, Ground Flr., South Wing, PUP Main Campus	5. Release approved cross-enroll form and verify the completeness of the documents.	None	20 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Office of the University Registrar University Registrar; Office of the University Registrar
6. Proceed to Admission Services for final approval of request to cross-enroll Location: Admission and Registration Services Section, Rm 107, Ground Flr., West Wing, PUP Main Bldg.	6. Issue Certificate of Cross-Enrollment	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Admission and Registration Services Section
7. Proceed to Campus/Institute of Technology/Open University System for acknowledgement of cross-enrollment certificate Location: Campuses Intitute of Technology, NDC Compound, Pureza St., Sta. Mesa, Manila, Philippines Open University System, 4/F Ninoy Aquino Library and Learning Resources Center, A. Mabini Campus, Sta. Mesa, Manila	7. Approve and acknowledge the cross-enrollment certificate. Return the lower portion of the certificate of cross-enrollment to the student.	None	1 working day/s	<ul style="list-style-type: none"> Director/Academic Head/Registrar/Administrative Aide; Campuses Director/Registrar/Administrative Aide; Institute of Technology Director/Registrar/Administrative Aide; Open University System Executive
8. Proceed to college/department for tagging of course/s for cross enrollment Location: Colleges/Department	8. Tag the courses and assessment of fees	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Colleges/Department
Total Processing Time:		Working Days: 2 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150		

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

4. Processing of Request for Re-Admission (Returning Student) Service

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots. He/she must have complied with all other requirements for re-admission. If re-admitted within two (2) years, returning students shall be allowed to follow their old program of study or curriculum; otherwise they shall follow the curriculum existing at the time of their re-admission.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Returning Students (Returnee)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Re-admission Form (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section
2. Curriculum Sheet (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Colleges/Department
3. Latest Certificate of Registration (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Two (2) pcs 2" x 2" colored with white backgrounds with applicant's name on the photo (2) Original Copy	Applicant / Client
5. Official Receipt for Re-admission (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
6. Chest X-Ray Result with Film (Sample: 1 Film)	Applicant / Client

For Situational Requirement
A. If the student had stopped for one (1) semester to three (3) semesters or one and half (1 1/2) year
A.1. Informative Copy of Grades (1) Original Copy And (1) Photo Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to Admission and Registration Services Section and fill out the application for re-admission. Location: Admission and Registration Services Section, West Wing, Ground Floor, PUP Main Building	1. Release re-admission form to returning student	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Admission and Registration Services Section
2. Proceed to Student Accounting Services for signature of clearance in re-admission form Location:	2.1. Check student accountabilities.	None	10 hour/s	<ul style="list-style-type: none"> Accounting Staff; Accounting Department

<p>Student Accounting Section, South Wing, Ground Floor, PUP Main Building</p> <p>Notes/Instruction:</p> <p><i>If with balance/deficiency, pay at the Fund Management Office before signing of clearance by the Student Accounting Services</i></p>	<p>2.2. Sign the clearance in re-admission form</p>		<p>10 hour/s</p>	<ul style="list-style-type: none"> • Accounting Staff; Accounting Department
<p>3. Proceed to Medical and Dental Office for signing of clearance</p> <p>Location:</p> <p>Medical and Dental Office, East Wing, Ground Floor, PUP Main Building</p> <p>Notes/Instruction:</p> <p><i>-Bring the Chest X-Ray Film with result</i></p> <p><i>-If medical examination is with findings, advise the student before signing the medical clearance</i></p>	<p>3.1. Check the student chest x-ray result and proceed to medical examination.</p> <p>3.2. Sign the clearance in re-admission form.</p>	None	<p>10 hour/s</p> <p>10 hour/s</p>	<ul style="list-style-type: none"> • Medical Doctor/Nurses; Medical Services Department <ul style="list-style-type: none"> • Medical Doctor/Nurses; Medical Services Department
<p>4. Proceed to the College Dean and Chairperson for academic evaluation and approval for re-admission</p> <p>Location:</p> <p>Colleges/Department</p> <p>Notes/Instruction:</p> <p><i>Please attach your Informative Copy of Grades/Transcript of Records, latest certificate of registration, and curriculum sheet for reference.</i></p>	<p>4. Evaluate the student academic records and signs the re-admission form with recommendation</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Dean/Chairperson; Colleges/Department
<p>5. Proceed to the Fund Management Office for payment of re-admission fee</p> <p>Location:</p> <p>Fund Management Office, South Wing, Ground Floor, PUP Main Building</p>	<p>5. Accept payment and issue official receipt</p>	<p>Standard Fees Breakdown: Re-admission Fee: PHP 50 <hr/>Total: PHP 50</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>6. Proceed to Admission and Registration Services Section and submit two (2) sets of re-admission forms and attachments (original and photo copy) for final approval.</p> <p>Location:</p> <p>Admission and Registration Services Section, West Wing, Ground Floor, PUP Main Building</p> <p>Notes/Instruction:</p> <p><i>-Please take note that Original and photo copy must have 2"x2" colored photo with white background and nametag</i></p> <p><i>-If documents are incomplete, indicate in the Client's copy the lacking requirements for immediate compliance and advise the date of releasing of certificate of re-admission.</i></p>	<p>6.1. Accept re-admission form and required documents and start initial assessment and verification of completeness.</p>	None	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
	<p>6.2. Approval of application for readmission and advise the student the date of releasing of certificate of re-admission.</p>		<p>1 hour/s</p>	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
<p>7. Claim the re-admission certificate and attachments on prescribed schedule.</p> <p>Location:</p> <p>Admission and Registration Services Section, West Wing, Ground Floor, PUP Main Building</p>	<p>7. Issue certificate of re-admission and require the client to sign in the logbook</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section

8. Proceed to Information Communication and Technology Office to re-activate your account. Location: G/F NALLRC Building, PUP Main Campus	8. Reactive the student's SIS account	None	10 minute/s	• ICTO Officer; Information and Communications Technology Office
9. Proceed to the College/Department for enrollment Location: Colleges/Department Notes/Instruction: <i>Present certificate of readmission</i>	9. Tag courses of the student	None	1 working day/s	• Dean/Chairperson; Colleges/Department
Total Processing Time:		Working Days: 4 working day/s, 9 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 50		

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

5. Processing of Request Transfer Admission from Another School to PUP Main Campus Service

The Admission and Registration Services Section processes and facilitates application of students from other schools to PUP every first semester of the Academic Year. They must be incoming second year, subject to the availability of slots and upon approval of the University President or his duly authorized representative.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Transfer Students from Another School who are:</p> <ul style="list-style-type: none"> • Incoming second year student • PUP must be their second school only • No failed, dropped, withdrawn or incomplete grades • Must be able to meet required General Weighted Average (GWA) by the university with not less than 2.0 • Must pass the qualifying exam set by colleges (if any)
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent/Request to Transfer (2) Original Copy	Applicant / Client
2. Transcript of Records (with remarks "For Evaluation/Reference Purposes") (1) Original Copy And (1) Photo Copy	Applicant / Client
3. 2" x 2"colored picture with white background with applicant's name on the photo (Sample: 2 pcs)	Applicant / Client
4. Psychological Exam Fee Receipt (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
For Situational Requirement	
A. Once accepted in the program the following documents are required:	
A.1. Certificate of Transfer Credentials (Honorable Dismissal) (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	
Must secure from previous University/school attended	
A.2. Certificate of Good Moral (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	
Must secure from Previous University/College attended	
A.3. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippines Statistic Authority - Philippines Statistic Authority
A.4. Chest X-Ray Result with Film (Sample: 1 Result with Film)	Applicant / Client
A.5. Admission Fee Receipt (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
A.6. Psychological Exam Test Result (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Psychological and Counseling Services

A.7. Notarized Waiver

(1) Original Copy And (1) Photo Copy

Remarks:

Must be duly notarized

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section**A.8. Course Description**

(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

Must secure from previous University/College attended

A.9. Long Brown Envelope

(Sample: 1 pc)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of initial requirements to Admission and Registration Services Section (ARSS). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Submit following initial requirements to ARSS:</i> <ul style="list-style-type: none"> • Letter of Intent/Request to Transfer • Transcript of Records 	1.1. Evaluate the submitted credentials of the client.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
	1.2. Advise the client to proceed to the college/department of their choice for interview or qualifying exam (if applicable)		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
2. College Interview/College Qualifying Exam				
For college interview 2.A. Proceed to college/department for college interview Location: Colleges/Department Notes/Instruction: <i>If not approved, advise the client to find another college.</i>	2.A.1. Evaluate and interview the client based on the criteria of college/department on the specific program.	None	1 hour/s	<ul style="list-style-type: none"> • Department Chairperson/College Dean; Colleges/Department
	2.A.2. Endorse approved applicants to ARSS with the approved Program.		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson/College Dean; Colleges/Department
With College Qualifying Exam 2.B. Proceed to college/department for qualifying exam Location: Colleges/Department Notes/Instruction: <i>If student fails the qualifying exam, advise the applicant to find another college/department</i>	2.B.1. Administer qualifying exam to the transferee applicants.	None	1 working day/s	<ul style="list-style-type: none"> • Department Chairperson/College Dean; Colleges/Department
	2.B.2. Endorse passed applicants to ARSS with approved program.		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson/College Deans; Colleges/Department
3. Proceed to admission office for endorsement to Psychological Examination Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus	3. Endorse the qualified applicants in Office of the Counseling and Psychological Services for psychological examination	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
4. Proceed to fund management office for payment of psychological exam fee Location: South Wing, Ground Floor, PUP Main Building	4. Accept and issue receipt for psychological exam fee	Standard Fees Breakdown: Psychological Exam Fee: PHP 750 <hr/> Total: PHP 750	20 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

<p>5. Proceed to Office of the Counseling and Psychological Services for Psychological Examination Location: South Wing, 6th Floor, PUP Main Building Notes/Instruction: <i>Present the psychological examination fee receipt</i></p>	<p>5.1. Administer psychological examination to the qualified applicants</p>	None	1 working day/s	<ul style="list-style-type: none"> • Psychometricians; Office of the Counseling and Psychological Services
	<p>5.2. Endorse the psychological examination result to ARSS</p>		1 working day/s	<ul style="list-style-type: none"> • Psychometricians; Office of the Counseling and Psychological Services
<p>6. Proceed to fund management office for payment of admission fee Location: South Wing, Ground Floor, PUP Main Building</p>	<p>6. Accept and issue official receipt for transfer fee</p>	<p>Possible Fees Breakdown: Admission fee (for students from private school): PHP 500 Admission fee (for students from public school): PHP 300</p>	20 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>7. Visit the PUP Website, register/create account in PUP iApply. Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Create PUP iApply account. Before creating of iapply account, take note of the following:</i> <ul style="list-style-type: none"> • Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate; • Make sure that the email address you will provide in the application is active and correct <p><i>Link:</i> https://iapply.pup.edu.ph/signin</p> </p>	<p>7. Advise the student to create iapply account for uploading of student records and creation of SIS Account</p>	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
<p>8. Proceed to Admission and Registration Services Section for submission of entrance credentials requirements Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus</p>	<p>8.1. Check the completeness of the required documents. Release Route and Approval Slip for Transferees to the student.</p>	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
<p>Notes/Instruction: <i>Submit following requirements:</i> <ul style="list-style-type: none"> • Certificate of Transfer Credentials (Honorable Dismissal) • PSA Birth Certificate • 2x2 Colored Picture with white background • Admission Fee Receipt • Notarized Waiver • One (1) Long Brown Envelope </p>	<p>8.2. Upload the student records in PUP System</p>		20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
	<p>8.3. Sign the route and approval slip and endorse to ICTO Office for uploading of units and creation of SIS Account</p>		20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
<p>9. Proceed to ICTO for uploading of allowable units to enroll Location: GroundFlr., NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>9. Upload the allowable units to enroll and sign the route and approval slip.</p>	None	1 hour/s	<ul style="list-style-type: none"> • ICTO Officer; Information and Communications Technology Office
<p>10. Proceed to College/Department for tagging of courses Location: College/Department</p>	<p>10.1. The Chairperson will tag the courses for enrolment and assessment of fees</p>	None	2 hour/s	<ul style="list-style-type: none"> • Chairperson; Colleges/Department

	10.2. Sign the route and approval slip		10 minute/s	• Chairperson; Colleges/Department				
11. Proceed to the PUP Medial Clinic to undergo physical examination Location: East Wing, Ground Floor, PUP Main Building Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i>	11.1. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment.	None	2 hour/s	• Medical Doctor/Nurses; Medical Services Department				
	11.2. Sign the route and approval slip		10 minute/s	• Medical Doctor/Nurses; Medical Services Department				
12. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus	12. The ARSS will issue the Certificate of Registration to the students and sign the route and approval slip.	None	30 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section				
13. Proceed to Office of the Student Services for printing and issuance of identification card Location: 2nd Floor, Charlie Del Rosario Building, PUP Main Campus	13. The Office of Student Services will print and release the Identification Card of students	None	30 minute/s	• Administrative Aide I-IV; Any of requesting office / division				
Total Processing Time:								
*For For college interview	Working Days: 2 working day/s, 10 hour/s, 40 minute/s							
*For With College Qualifying Exam	Working Days: 3 working day/s, 9 hour/s, 40 minute/s							
Total Processing Fee:								
*For For college interview	Total Standard Fee: PHP 750 See other fees below							
*For With College Qualifying Exam	Total Standard Fee: PHP 750 See other fees below							
Possible Fees								
Admission fee (for students from private school) : 500 Admission fee (for students from public school) : 300								

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

6. Processing of Request to Transfer of Enrollment within PUP System Service

The Admission and Registration Services Section processes and facilitates application of students from PUP Campuses and Ladderized Program to PUP every first semester of the Academic Year. They must be incoming second year if from PUP Campuses or finished diploma program in Institute of Technology or PUP Campuses if ladderized program, subject to the availability of slots and upon approval of the University President or his duly authorized representative.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Transfer Students from PUP Campuses who are:</p> <ul style="list-style-type: none"> • Incoming second year student • PUP must be their second school only • No failed, dropped, withdrawn or incomplete grades • Must be able to meet required General Weighted Average (GWA) by the university with not less than 2.0 • Must pass the qualifying exam set by colleges (if any) <p>Ladderized Students who are:</p> <ul style="list-style-type: none"> • Finished diploma program in Institute of Technology or PUP Campuses • No failed, dropped, withdrawn or incomplete grades • Must passed the qualifying exam by the respective colleges/department
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Transcript of Records (with remarks "For Evaluation/Reference Purposes") (1) Original Copy And (1) Photo Copy	Agency - Division: University/College - Previous University/School attended
2. 2" x 2" colored picture with white background with applicants name on the photo (Sample: 2 pcs)	Applicant / Client
For Situational Requirement	
A. If from PUP Campuses	
A.1. Letter of Intent/Request for Transfer (2) Original Copy	Applicant / Client
Remarks:	
Must be duly noted by Campus Director and Vice President for Campuses	
Sub Situational Requirement/s	
A.a. Once accepted in the program the following documents are required:	
A.a.1. Certificate of Transfer Credentials (Honorable Dismissal) (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Campuses
A.a.2. Certificate of Good Moral (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Campuses
A.a.3. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippines Statistic Authority - Philippines Statistic Authority
A.a.4. Chest X-Ray Result with Film (Sample: 1 Result with Film)	Applicant / Client
Remarks:	
Must be duly notarized	
A.a.5. Long Brown Envelop (Sample: 1 pc)	Applicant / Client
Remarks:	

Must be duly notarized

B. If Laddered Program**B.1. Endorsement Letter**
(2) Original Copy

Applicant / Client

Remarks:

Endorsement from respective colleges

Sub Situational Requirement/s**B.a. Once accepted in the program the following documents are required:****B.a.1. Certificate of Transfer Credentials (Honorable Dismissal)**
(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology or PUP Campuses

B.a.2. Certificate of Good Moral
(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Institute of Technology or PUP Campuses

B.a.3. PSA Birth Certificate
(1) Original Copy And (1) Photo Copy

Agency - Division: Philippines Statistic Authority - Philippines Statistic Authority

B.a.4. Chest X-Ray Result with Film
(Sample: 1 Result with Film)

Applicant / Client

B.a.5. Long Brown Envelop
(Sample: 1 pc)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submission of initial requirements to Admission and Registration Services Section (ARSS). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Submit following initial requirements to ARSS:</i> <ul style="list-style-type: none"> • <i>Letter of Intent/Request to Transfer (if from PUP Campuses)</i> • <i>Endorsement Letter from Colleges/Department (if Laddered Program)</i> • <i>Transcript of Records</i> 	1.1. Evaluate the submitted credentials of the client. 1.2. Advise the client to proceed to the college/department of their choice for interview or qualifying exam (if applicable)	None	30 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section	
			30 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section	
2. College Interview/College Qualifying Exam					
For college interview 2.A. Proceed to college/department for college interview Location: Colleges/Department Notes/Instruction: <i>If denied by chosen program, advise the client to find another college.</i>	2.A.1. Evaluate and interview the client based on the criteria of college/department on the specific program. 2.A.2. Endorse to ARSS with the approve Program.	None	1 hour/s	• Department Chairperson/College Dean; Colleges/Department	
			10 minute/s	• Department Chairperson; Colleges/Department • College Dean; Colleges/Department	
With College Qualifying Exam 2.B. Proceed to college/department for qualifying exam Location: Colleges/Department Notes/Instruction:	2.B.1. Administer qualifying exam to the transferee applicants.	None	1 working day/s	• Department Chairperson; Colleges/Department	

If fail qualifying exam, advise the applicant to find another college/department	2.B.2. Endorse passed applicants to ARSS with approve program.		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges/Department • College Dean; Colleges/Department
3. Proceed to ICTO Office for deactivation of previously issued SIS Account Location: 2nd floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila	3. Deactivate previous SIS account issued by PUP Campus or Institute of Technology	None	20 minute/s	<ul style="list-style-type: none"> • ICTO Officer; Institute of Technology
4. Visit the PUP Website, register/create account in PUP iApply. Location: Link: https://iapply.pup.edu.ph/signin Notes/Instruction: <i>Create PUP iApply account. Before creating of iapply account, take note of the following:</i> <ul style="list-style-type: none"> • Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate; • Make sure that the email address you will provide in the application is active and correct Link: https://iapply.pup.edu.ph/signin	4. Advise the student to create iapply account for uploading of student records and creation of SIS Account	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
5. Proceed to Admission and Registration Services Section for submission of entrance credentials requirements Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Submit following requirements:</i> <ul style="list-style-type: none"> • Certificate of Transfer Credentials (Honorable Dismissal) • PSA Birth Certificate • 2" x 2"colored picture with white background with applicants name on the photo • One (1) Long Brown Envelope 	5. Check the completeness of the required documents. Release Route and Approval Slip for Transferees to the student.	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
6. Proceed to ICTO for uploading of allowable units to enroll Location: GroundFlr., NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila	6. Upload the allowable units to enroll and sign the route and approval slip.	None	1 hour/s	<ul style="list-style-type: none"> • ICTO Officer; Information and Communications Technology Office
7. Proceed to College/Department for tagging of courses Location: College/Department	7.1. The Chairperson will tag the courses for enrolment and assessment of fees	None	2 hour/s	<ul style="list-style-type: none"> • Chairperson; Colleges/Department
	7.2. Sign the route and approval slip		10 minute/s	<ul style="list-style-type: none"> • Chairperson; Colleges/Department
8. Proceed to the PUP Medial Clinic to undergo physical examination Location: East Wing, Ground Floor, PUP Main Building Notes/Instruction:	8.1. Provide medical assessment and clearance to the applicant if physically fit to proceed for enrollment.	None	2 hour/s	<ul style="list-style-type: none"> • Medical Doctor; Medical Services Department
	8.2. Sign the route and approval slip		10 minute/s	<ul style="list-style-type: none"> • Medical Doctor; Medical Services Department

				Department
<i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i> 9. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus	9. Issue the Certificate of Registration to the students and sign the route and approval slip.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Admission and Registration Services Section
10. Proceed to Office of the Student Services for printing and issuance of identification card Location: 2nd Floor, Charlie Del Rosario Building, PUP Main Campus	10. Print and release the Identification Card of students	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Office of the Student Services
Total Processing Time:				
*For For college interview	Working Days: 9 hour/s, 30 minute/s			
*For With College Qualifying Exam	Working Days: 1 working day/s, 8 hour/s, 30 minute/s			
Total Processing Fee:				
*For For college interview	Total Standard Fee: None			
*For With College Qualifying Exam	Total Standard Fee: None			

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus

- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulañay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

7. Processing of Request for Admission in Second Degree Program Service

The Admission and Registration Services Section processes and facilitates application of students for second degree program every first semester of the Academic Year. Subject to the availability of slots and upon approval of the University President or his duly authorized representative.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Graduate in previous program that must:</p> <ul style="list-style-type: none"> • No failed, dropped, withdrawn or incomplete grades • With General Weighted Average (GWA) by the university with not less than 2.0 • Pass the qualifying exam set by colleges (if any)
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent/Request to Transfer (2) Original Copy	Applicant / Client
2. Transcript of Records (with remarks "For Evaluation/Reference Purposes") (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: Must secure from the previously attended school	
3. 2" x 2"colored picture with white background with applicants name on the photo (Sample: 2 pcs)	Applicant / Client
4. Psychological Exam Fee Receipt (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
For Situational Requirement	
A. Once accepted in the program the following documents are required:	
A.1. Certificate of Transfer Credentials (Honorable Dismissal) (1) Original Copy And (1) Photo Copy	Applicant / Client
A.2. Certificate of Good Moral (1) Original Copy And (1) Photo Copy	Applicant / Client
A.3. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippines Statistic Authority - Philippines Statistic Authority
A.4. Chest X-Ray Result with Film (Sample: 1 Result with Film)	Applicant / Client
A.5. Admission Fee Receipt (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
A.6. Psychological Test Result (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the Psychological and Counseling Services

A.7. Notarized Waiver

(1) Original Copy And (1) Photo Copy

Remarks:

Must be duly notarized

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section**A.8. Course Description**

(1) Original Copy And (1) Photo Copy

Applicant / Client

A.9. Long Brown Envelope

(Sample: 1 pc)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of initial requirements to Admission and Registration Services Section (ARSS). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Submit following initial requirements to ARSS:</i> <ul style="list-style-type: none"> • Letter of Intent/Request to Transfer • Transcript of Records 	1.1. Evaluate the submitted credentials of the client.	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
	1.2. Advise the client to proceed to the college/department of their choice for interview or qualifying exam (if applicable)		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
2. College Interview/College Qualifying Exam				
For college interview 2.A. Proceed to college/department for college interview Location: Colleges/Department Notes/Instruction: <i>If not qualified, advise the client to find another college.</i>	2.A.1. Evaluate and interview the client based on the criteria of college/department on the specific program.	None	1 hour/s	<ul style="list-style-type: none"> • Department Chairperson/C; Colleges/Department
	2.A.2. Endorse to ARSS with the approved Program.		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges/Department • College Dean; Colleges/Department
With College Qualifying Exam 2.B. Proceed to college/department for qualifying exam Location: Colleges/Department Notes/Instruction: <i>If student fail the qualifying exam, advise the applicant to find another college/department</i>	2.B.1. Administer qualifying exam to the transferee applicants.	None	1 working day/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges/Department
	2.B.2. Endorsed passed applicants to ARSS with approved program.		10 minute/s	<ul style="list-style-type: none"> • Department Chairperson; Colleges/Department • College Dean; Colleges/Department
3. Proceed to admission office for endorsement to Psychological Examination Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus	3. Endorse the qualified applicants in Office of the Counseling and Psychological Services for psychological examination	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide I-IV; Admission and Registration Services Section
4. Proceed to fund management office for payment of psychological exam fee Location: South Wing, Ground Floor, PUP Main Building	4. Accept and issue receipt for psychological exam fee	Standard Fees Breakdown: Psychological Exam Fee: PHP 750 <hr/> Total: PHP 750	20 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
5. Proceed to Office of the Counseling and Psychological Services for Psychological Examination Location:	5.1. Administer psychological examination to the qualified applicants	None	1 working day/s	<ul style="list-style-type: none"> • Psychometricians; Office of the Counseling and

South Wing, 6th Floor, PUP Main Building Notes/Instruction: <i>Present the psychological examination fee receipt</i>	5.2. Endorse the psychological examination result to ARSS			Psychological Services
6. Proceed to Fund Management Office for payment of admission fee Location: South Wing, Ground Floor, PUP Main Building	6. Accept and issue official receipt for transfer fee	Possible Fees Breakdown: Admission Fee (for students from private school): PHP 500 Admission Fee (for students from public school): PHP 300	1 working day/s	• Psychometricians; Office of the Counseling and Psychological Services
7. Visit the PUP Website, register/create account in PUP iApply. Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Create PUP iApply account. Before creating of iapply account, take note of the following:</i> <ul style="list-style-type: none">• Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate;• Make sure that the email address you will provide in the application is active and correct <i>Link:</i> https://iapply.pup.edu.ph/signin	7. Advise the student to create iapply account for uploading of student records and creation of SIS Account	None	20 minute/s	• Cashier; Fund Management Office
8. Proceed to Admission and Registration Services Section for submission of entrance credentials requirements Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus Notes/Instruction: <i>Submit following requirements:</i> <ul style="list-style-type: none">• Certificate of Transfer Credentials (Honorable Dismissal)• PSA Birth Certificate• 2x2 Colored Picture with white background• Transfer Fee Receipt• Notarized Waiver• One (1) Long Brown Envelope	8.1. Check the completeness of the required documents. Release Route and Approval Slip for Transferees to the student. 8.2. Upload the student records in PUP System 8.3. Sign the route and approval slip and endorse to ICTO Office for uploading of units and creation of SIS Account	None	20 minute/s 20 minute/s 20 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section • Administrative Aide I-IV; Admission and Registration Services Section • Administrative Aide I-IV; Admission and Registration Services Section
9. Proceed to ICTO for uploading of allowable units to enroll Location: GroundFlr., NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila	9. Upload the allowable units to enroll and sign the route and approval slip.	None	1 hour/s	• ICTO Officer; Information and Communications Technology Office
10. Proceed to College/Department for tagging of courses Location: College/Department	10.1. The Chairperson will tag the courses for enrolment and assessment of fees 10.2. Sign the route and approval slip	None	2 hour/s 10 minute/s	• Chairperson; Colleges/Department • Chairperson; Colleges/Department
11. Proceed to the PUP Medical Clinic to undergo physical examination Location:	11.1. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly	None	2 hour/s	• Medical Doctor/Nurses;

East Wing, Ground Floor, PUP Main Building Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i>	accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment. 11.2. Sign the route and approval slip			Medical Services Department • Medical Doctor/Nurses; Medical Services Department
12. Payment of tuition fee Location: South Wing, Ground Floor, PUP Main Campus	12. Received payment and issue of official receipt	Formula Fees Breakdown: Tuition Fee	20 minute/s	• Cashier; Fund Management Office
13. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: Rm. 107, Grd. Flr. West Wing, PUP Main Campus	13. The ARSS will issue the Certificate of Registration to the students and sign the route and approval slip.	None	30 minute/s	• Administrative Aide I-IV; Admission and Registration Services Section
14. Proceed to Office of the Student Services for printing and issuance of identification card Location: 2nd Floor, Charlie Del Rosario Building, PUP Main Campus	14. The Office of Student Services will print and release the Identification Card of students	None	30 minute/s	• Administrative Aide I-IV; Office of the Student Services
Total Processing Time:				
*For For college interview	Working Days: 3 working day/s			
*For With College Qualifying Exam	Working Days: 3 working day/s, 10 hour/s			
Total Processing Fee:				
*For For college interview	Total Standard Fee: PHP 750 See other fees below			
*For With College Qualifying Exam	Total Standard Fee: PHP 750 See other fees below			
Possible Fees Admission Fee (for students from private school) : 500 Admission Fee (for students from public school) : 300				
Formula / Schedule of Fees Tuition Fee Tuition Fee = Number of Enrolled Units x PHP250 + Miscellaneous Fees				

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science

- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

8. Processing of Request for Application for Graduation for SIS Students Service

A student who has already completed all the academic requirements and cleared of all accountabilities can submit his application for graduation.

Office or Division:	Office of the University Registrar							
Category:	External Service							
Classification:	Highly Technical							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	<p>Graduating Student who has:</p> <ul style="list-style-type: none"> • Completed his/her academic requirements • Cleared of all accountabilities 							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement <p>1. Accomplished copy of the Online Application for Graduation thru SIS Account (1) Original Copy Remarks: Download through https://sisstudents.pup.edu.ph/</p>								
For Situational Requirement <p>A. If paying or not covered by RA 10931 (Universal Access to Quality Tertiary Act of 2017)</p> <table> <tr> <td>A.1. Application for Graduation Fee Receipt (1) Original Copy</td><td>Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar</td></tr> <tr> <td>A.2. Graduation Fee Receipt (1) Original Copy</td><td>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</td></tr> </table>					A.1. Application for Graduation Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar	A.2. Graduation Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
A.1. Application for Graduation Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar							
A.2. Graduation Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
<p>1. Open SIS Account, click grades and open curriculum evaluation. Click application for graduation and fill out the online application form promptly. Location: Link: https://sisstudents.pup.edu.ph/ Notes/Instruction: <i>If not covered by RA 10931 otherwise known as Universal Access to Quality Tertiary Act of 2017 and second and succeeding applications for graduation, pay application for graduation fee at Fund Management Office or thru Link.Biz portal.</i></p>	1. Monitor online application	Possible Fees Breakdown: Application for Graduation Fee: PHP 150	30 minute/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section 				
<p>2. Check and monitor online application for graduation in SIS Account Location: Website: https://sisstudents.pup.edu.ph/</p>	2.1. Print accomplished application for graduation 2.2. Endorse accomplished application for graduation form for retrieval of student records file.	None	1 hour/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section 				
			8 hour/s	<ul style="list-style-type: none"> • Records Custodian; Office of the University Registrar 				

	2.3. Distribute the student records to the Posting Clerk in charge of program for checking and validation		10 hour/s	• Posting clerk; Academic Management and Evaluation Section
	2.4. Proceed to first evaluation of non-academic and academic requirements		6 working day/s	• Posting clerk; Academic Management and Evaluation Section
	2.5. Notify students with the result of initial evaluation through SIS		30 minute/s	• Posting clerk; Academic Management and Evaluation Section
With lacking of non-academic and academic requirements 3.A.Download first evaluation result and comply the necessary lacking documents. Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	3.A.1. Receive lacking non-academic and academic requirements and clear the deficiencies in first evaluation 3.A.2. Forward the student records file to evaluators for evaluation of scholastic records. 3.A.3. Forward the validated student records with application for graduation to records analyst for appropriate action.	None	30 minute/s	• Posting clerk; Academic Management and Evaluation Section
			7 working day/s	• Evaluators; Academic Management and Evaluation Section
			30 minute/s	• Posting clerk; Academic Management and Evaluation Section
With complete with non-academic and academic requirements 3.B.Check first evaluation result and wait to be forwarded in final evaluation. Location: sisstudents.pup.edu.ph	3.B.1. Forward the student records file to evaluators for evaluation of scholastic records 3.B.2. Forward the validated student records file with application for graduation to records analyst for appropriate action	None	7 working day/s	• Evaluators; Academic Management and Evaluation Section
			1 hour/s	• Posting clerk; Academic Management and Evaluation Section
4. Check and monitor online application for graduation in SIS Account Location: Website: sisstudents.pup.edu.ph Notes/Instruction: <i>Once forwarded in final evaluation, wait for the final grades to be encoded and wait for the announcement of printing of Certificate of Candidacy.</i>	4.1. Forward the application for graduation to final evaluation 4.2. Announce the schedule of downloading and printing of the Certificate of Candidacy	None	30 minute/s	• Records Analyst; Academic Management and Evaluation Section
			30 minute/s	• University Registrar; Office of the University Registrar
Total Processing Time:				
*For With lacking of non-academic and academic requirements		Working Days: 15 working day/s		
*For With complete with non-academic and academic requirements		Working Days: 15 working day/s		
Total Processing Fee:				
*For With lacking of non-academic and academic requirements		Total Standard Fee: None See other fees below		
*For With complete with non-academic and academic requirements		Total Standard Fee: None See other fees below		

Possible Fees**Application for Graduation Fee : 150****Office Legend**

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

9. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (INC) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall be lapsed to a failing mark.

Office or Division:	Office of the University Registrar			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Student with: <ul style="list-style-type: none"> • INC Mark • "P" Mark, Not-S Mark, or Blank Grades • Grade to be corrected 			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Duly Accomplished Completion Form (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar			
Remarks:	To be downloaded in PUP Website Link: https://www.pup.edu.ph/downloads/students/			
For Situational Requirement				
A. If Completion of Incomplete Mark				
A.1. Completion Fee Receipt (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
B. If Late Reporting of Grades ("P" Grade, Not-S, and Blank Grade)				
B.1. Completion Fee Receipt (1) Original Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
B.2. Certified Copy of Class Record (1) Certified True Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Colleges/Department			
Remarks:	Secure certified copy of class record from the assigned faculty			
C. If Correction of Entry				
C.1. Certified Copy of Class Records (1) Certified True Copy And (2) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Colleges/Department			
Remarks:	Secure certified copy of class record from the faculty assigned			
C.2. Duly Notarized Affidavit of Change of Grades by Instructor/Professor (1) Original Copy And (2) Photo Copy	Applicant / Client			
Remarks:	Secure duly notarized affidavit of change of grades executed by the instructor/professor.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

1. Submission of requirements for completion of grades				
<p>Completion of Incomplete Mark 1.A. Submit duly accomplished completion form and completion fee receipt to the respective colleges/department for approval. Location: Colleges/Department Notes/Instruction:</p> <ul style="list-style-type: none"> • Completion of INC Mark must be accomplish with one (1) academic year. • First Grading, Second Grading, and Final Grade on the student in the Completion Form • Submit triplicate copies (one (1) original and two (2) photo copies) to the respective colleges/department. 	1.A.1. Receive triplicate copies of the duly accomplished completion form and receipt.	Standard Fees Breakdown: Completion Fee: PHP 30 <hr/> Total: PHP 30	10 minute/s	• Administrative Staff; Colleges/Department
	1.A.2. Forward to chairperson/dean of the college/department for approval		1 working day/s	• Department Chairperson or College Dean; Colleges/Department
	1.A.3. Forward the approved completion forms to Office of the University Registrar		10 minute/s	• Administrative Staff; Colleges/Department
<p>Late Reporting of Grades (Completion of "P" Mark, Not-S, and/or Blank Grade) 1.B. Submit duly accomplished completion form, certified copy of class record, and completion fee receipt to the respective colleges/department for approval Location: Colleges/Department Notes/Instruction:</p> <p>Please take note that the grades reflected in duly accomplished completion form must be equal to the grades in certified copy of class record. Submit triplicate copies (one (1) original and two (2) photo copies) to the respective colleges.</p>	1.B.1. Receive triplicate copy of duly accomplished completion form, certified copy of class record, and completion fee receipt.	Standard Fees Breakdown: Completion Fee: PHP 30 <hr/> Total: PHP 30	10 minute/s	• Administrative Staff; Colleges/Department
	1.B.2. Forward to the respective department chairperson or college deans for approval.		1 working day/s	• Department Chairperson or College Deans; Colleges/Department
	1.B.3. Forward to the approved completion form to the Office of the University Registrar		10 minute/s	• Administrative Staff; Colleges/Department
<p>Correction of Entry 1.C. Submit duly accomplished completion form, duly notarized affidavit change of grades by instructor/professor, and certified copy of class record to the respective colleges/department for approval. Location: Colleges/Department Notes/Instruction:</p> <ul style="list-style-type: none"> • Correction of entry must be processed with one (1) semester only • Grades in completion form, certified class record, and notarized affidavit of change of grades must be the same. • Submit triplicate copies (one (1) original and two (2) photocopies) 	1.C.1. Receive triplicate copies of duly accomplished completion form, certified copy of class record, and notarized affidavit of change of grades	None	10 minute/s	• Administrative Staff; Colleges/Department
	1.C.2. Forward to college dean or department chairperson for approval		1 working day/s	• Department Chairperson or College Dean; Colleges/Department
	1.C.3. Forward the approved completion form to the Office of the University Registrar		10 minute/s	• Administrative Staff; Colleges/Department
<p>2. Monitor SIS account Location: Website: https://sisstudents.pup.edu.ph/</p>	2.1. Receive and verify original copies of duly accomplished completion form and requirements. Sign the duplicate copies (two (2) photocopies) and the college log book and return to the respective colleges/department for filing.	None	10 minute/s	• Administrative Staff; Office of the University Registrar
	2.2. Forward the verified completion form for approval of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar
	2.3. Forward the approved completion form to posting clerk for tagging		1 hour/s	• Administrative Staff; Office of the University Registrar

3. Check the SIS account if grade is already tagged Location: Website: sisstudents.pup.edu.ph	3.1. Receive the approve completion form the the University Registrar	None	10 minute/s	• Posting clerk; Academic Management and Evaluation Section	
	3.2. Tag the completion grades of the students in their respective SIS account		1 working day/s	• Posting clerk; Academic Management and Evaluation Section	
	3.3. Keep the process completion form and insert to their respective student records file		1 hour/s	• Posting clerk; Academic Management and Evaluation Section	
Total Processing Time:					
*For Completion of Incomplete Mark	Working Days: 3 working day/s, 2 hour/s, 40 minute/s				
*For Late Reporting of Grades (Completion of "P" Mark, Not-S, and/or Blank Grade)	Working Days: 3 working day/s, 2 hour/s, 40 minute/s				
*For Correction of Entry	Working Days: 3 working day/s, 2 hour/s, 40 minute/s				
Total Processing Fee:					
*For Completion of Incomplete Mark	Total Standard Fee: PHP 30				
*For Late Reporting of Grades (Completion of "P" Mark, Not-S, and/or Blank Grade)	Total Standard Fee: PHP 30				
*For Correction of Entry	Total Standard Fee: None				

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

10. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service

A student can apply for correction of her/his name with the option to correct in conformity with the name appeared the Philippine Statistics Authority and or school records for the SIS and Non SIS students

Office or Division:	Office of the University Registrar			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Student or Alumni that need for correction of: <ul style="list-style-type: none"> • Correction of Name in the School Records • Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth 			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Duly Accomplished Request for Correction of Name and/or Birth Date Form (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar Remarks: To be downloaded at PUP Website Link: https://www.pup.edu.ph/downloads/students/			
2. Correction of Name and/or Birth Date Fee (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
3. Corrected PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippine Statistic Authority - Philippine Statistic Authority			
Remarks: Annotated if there is a petition filed				
4. Letter addressed to the University Registrar explaining the circumstances that led to the erroneous entry of data in the school record (2) Original Copy	Applicant / Client			
5. Duly Notarized Parent's Affidavit / Affidavit of Discrepancy (1) Original Copy And (1) Photo Copy	Applicant / Client			
6. Duly Notarized Joint Affidavit of two (2) Disinterested Persons (1) Original Copy And (1) Photo Copy	Applicant / Client			
7. Corrected copy of Form 137-A (1) Original Copy And (1) Photo Copy	Applicant / Client			
Remarks: Secure corrected copy of Form 137A to previously attended Senior High School				
8. Original copy of Transcript of Records and Diploma (if previously issued) (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit duly accomplished request for correction of name and/or birth date and required documents to the assigned records analyst Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>If correction of birth date only, duly accomplished correction of name and/or birth date form and correction of name and/or birth date fee only.</i></p>	<p>1.1. Accept application and required documents and start initial assessment and verification of completeness.</p>	<p>Standard Fees Breakdown: Correction of Name and/or Birth Date Fee: PHP 150</p> <hr/> <p>Total: PHP 150</p>	20 minute/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section
	<p>1.2. Forward to Assistant University Registrar for final evaluation and approval</p>		10 minute/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section
<p>2. Monitor status of request in SIS or check email for any updates from OUR Location: Website: https://sisstudents.pup.edu.ph/</p>	<p>2.1. Final evaluation and validation of submitted request for correction of name and/or birth date.</p>	<p>None</p>	3 working day/s	<ul style="list-style-type: none"> • Assistant University Registrar; Office of the University Registrar
	<p>2.2. Approve and tag the corrected name and/or birth date in the SIS</p>		2 working day/s	<ul style="list-style-type: none"> • Assistant University Registrar; Office of the University Registrar
Total Processing Time:		Working Days: 5 working day/s, 30 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 150</p>		

11. Processing of Request for Course Accreditation for Shiftees and Regular Students Service

Courses taken from previous program shall be accredited to the new program provided description and units are the same or their equivalent and documentary requirements are approved and submitted to the Office of the University Registrar.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Application for Accreditation of Subject for Shiftees and Regular Students Form (1) Original Copy And (1) Photo Copy Remarks: To be downloaded in PUP Website Link: https://www.pup.edu.ph/downloads/students/	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
2. Informative Copy of Grades (1) Original Copy Or (1) Photo Copy Remarks: Must secure/request Informative Copy of Grades through Online Document Request System Website: odrs.pup.edu.ph/ur	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

For Situational Requirement	
A. If Shiftee	A.1. Approved Shifting Form (1) Original Copy And (1) Photo Copy Agency - Division: Polytechnic University of the Philippines - Colleges/Department
B. If course/s taken from Campuses/Institute of Technology/Open University System	B.1. Approved Cross-Enrollment Permit (1) Original Copy And (1) Photo Copy Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar Remarks: Must process Cross-Enrollment before enrollment any course/s in PUP Campuses/Institute of Technology/Open University System

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Application for Accreditation of Courses Form together with the required documents. Submit the required documents to the respective colleges/department for approval Location: College/Department Notes/Instruction: <ul style="list-style-type: none"> • <i>If course/s taken for accreditation has the same course code, there is no need to process accreditation of course/s</i> • <i>If course/s taken for accreditation has lesser units than the</i> 	1.1. Receive and verify application for accreditation. 1.2. Validate the application for accreditation of courses. Approve and sign Accreditation of Course/s.	None	15 minute/s 3 working day/s	<ul style="list-style-type: none"> • Administrative Staff; Colleges/Department • Department Chairperson or

<p><i>required, application for accreditation will be denied</i></p> <ul style="list-style-type: none"> • Combination of two courses for accreditation of one course is allowed as long as the department chairperson has justified and approved it. • If shiftee, attached approved shifting form • If course/s taken from PUP Campuses/Institute of Technology/Open University System, attached approved Cross-Enrollment Permit 				College Dean; Colleges/Department
2. Present accomplished Accreditation Form with complete requirements to the Admission and Registration Services Section for approval. Location: Admission and Registration Services Section, Ground Floor, West Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.1. Check completeness of the presented Accreditation Form	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Admission and Registration Services Section
	2.2. Sign and approve the Application for Accreditation of Courses		1 working day/s	<ul style="list-style-type: none"> • Chief, ARSS; Admission and Registration Services Section
3. Submit the signed Accreditation Form at Office of the University Registrar counter 1 Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	3.1. Accept Accreditation Form for final approval of University Registrar	None	1 working day/s	<ul style="list-style-type: none"> • University Registrar; Office of the University Registrar
	3.2. Forward the approve Accreditation Form to assigned evaluator for tagging.		3 hour/s	<ul style="list-style-type: none"> • Evaluator; Academic Management and Evaluation Section
	3.3. Forward the processed and tagged accreditation form to assigned records analyst for filing to the individual school records file of students		5 hour/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section
Total Processing Time:		Working Days: 5 working day/s, 8 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

12. Processing of Request for Course Accreditation for Transferee Service

Courses taken from another university/college of recognized standing not exceeding 30 units including P.E., NSTP and general education subjects shall be accredited provided they have the same course description as those in the PUP curriculum.

All courses taken by ladderized student from Institute of Technology and PUP Campuses and transferees from PUP Campuses are accredited provided the transferring student is enrolled in the same program. If not from the same program, only mandatory and general education courses are accredited.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<ul style="list-style-type: none"> • Transferees from PUP Campuses and Another School • Ladderized Students from Institute of Technology and PUP Campuses
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Duly Accomplished Application for Accreditation of Subject for Transferees

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

To be downloaded in PUP Website

Link: <https://www.pup.edu.ph/downloads/students/>

2. Transcript of Records with Remarks "Copy for PUP"

(1) Original Copy And (1) Certified True Copy

Applicant / Client

Remarks:

Secure copy of Transcript of Records with Remarks "Copy for PUP" from the previously attended institution

For Situational Requirement

A. If Transferee from Another School

A.1. Certificate of Course Description

(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

Secure Certificate of Course Description of courses for accreditation from the previously attended school

A.2. Accreditation Fee Receipt

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish Application for Accreditation of Courses Form together with the required documents. Submit the required documents to the respective colleges/department for approval College/Department Notes/Instruction: <ul style="list-style-type: none">• If the tranferee from another school, maximum of 30 units and mandatory subjects must be credited (2 NSTP and 2 P.E.)• Hierarchy of accreditation of course/s must be mandatory	1.1. Receive and verify application for accreditation. 1.2. Validate the application for accreditation of courses. Approve and sign Accreditation of Course/s.	None	15 minute/s 3 working day/s	<ul style="list-style-type: none"> • Administrative Staff; Colleges/Department • Department Chairperson or College Dean; Colleges/Department

<i>course/s first, followed by general education course/s and last to be accredited is/are major course/s</i>				
<p>2. Present accomplished Accreditation Form with complete requirements to the Admission and Registration Services Section for approval.</p> <p>Location: Admission and Registration Services Section, Ground Floor, West Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Submit original copy of Transcript of Records with Remarks "Copy for PUP" at Admission and Registration Services Section.</i></p>	2.1. Check completeness of the presented Accreditation Form and receive original copy of Transcript of Records with Remarks "Copy for PUP". Attached certified copy of Transcript of Records with Remarks "Copy for PUP".	None	15 minute/s	<ul style="list-style-type: none"> Administrative Staff; Admission and Registration Services Section
	2.2. Sign and approve the Application for Accreditation of Courses		8 hour/s	<ul style="list-style-type: none"> Chief, ARSS; Admission and Registration Services Section
<p>3. Submit the signed Accreditation Form at Office of the University Registrar counter 1</p> <p>Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	3.1. Accept Accreditation Form and forward to Academic Management and Evaluation Section for evaluation	None	1 working day/s	<ul style="list-style-type: none"> Evaluators; Academic Management and Evaluation Section
	3.2. Forward the verified accreditation form to Assistant University Registrar for approval		20 minute/s	<ul style="list-style-type: none"> Assistant University Registrar; Office of the University Registrar
4. Assessment of Fees				
<p>Transferee from other school.</p> <p>4.A. Monitor status of request in SIS and check email for any updates from OUR. Pay the accreditation fee at PUP Fund Management Office.</p> <p>Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Once paid, submit the official receipt at Office of the University Registrar Counter 1 or send the validated Official Receipt at registrar@pup.edu.ph</i></p>	4.A.1. Forward the approved accreditation form to Student Accounts Section for assessment of fees	Formula Fees Breakdown: Accreditation Fee	15 minute/s	<ul style="list-style-type: none"> Chief, AMES; Academic Management and Evaluation Section
	4.A.2. Assess accreditation fees to be paid by the student and return the assessed accreditation form to Office of the University Registrar		1 working day/s	<ul style="list-style-type: none"> Accounting Officer; Student Accounts Section
	4.A.3. Notify the students thru email the amount of accreditation fee to pay.		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Office of the University Registrar
	4.A.4. Accept payment for accreditation fee and issues official receipt		15 minute/s	<ul style="list-style-type: none"> Cashier; Cash Receipt Section
	4.A.5. Accept the official receipt of accreditation fee and advise the student to monitor		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Office of the University Registrar
<p>Transferee from PUP Campuses and Laddered Student</p> <p>4.B. Monitor status of request in SIS and check email for any updates from OUR.</p> <p>Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	4.B. Forward the approved accreditation to Information and Communication Technology Office for tagging.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Staff; Office of the University Registrar
<p>5. Monitor status of request in SIS and check email for any updates from OUR.</p> <p>Location: Information and Communication Technology Office, GroundFlr., NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila</p>	5. Tagging of approved application for accreditation of courses	None	1 working day/s	<ul style="list-style-type: none"> ICTO Staff; Information and Communications Technology Office
Total Processing Time:				

*For Transferee from other school.	Working Days: 6 working day/s, 9 hour/s, 40 minute/s
*For Transferee form PUP Campuses and Ladderedized Student	Working Days: 5 working day/s, 9 hour/s, 5 minute/s
Total Processing Fee:	
*For Transferee from other school.	Total Standard Fee: None See other fees below
*For Transferee form PUP Campuses and Ladderedized Student	Total Standard Fee: None See other fees below
Formula / Schedule of Fees	
Accreditation Fee IF Lecture Units Only Accreditation Fee=Total Number of Units x Php12.00 IF With Laboratory Accreditation Fee= (Total Number Lecture Hours + Total Number of Laboratory Hours) x Php12.00	

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

13. Processing of Request for Academic Verification Service (Walk-In)

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants thru walk-in who claimed to have studied or graduated in this university.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of request with Letter Head (1) Original Copy	Applicant / Client			
Remarks:	Must have proper letter head and office address			
2. Copy of Transcript of Records, Diploma, or credentials submitted (1) Photo Copy	Applicant / Client			
3. Duly Signed Authorization Letter by the Student/Graduate/Alumni (1) Original Copy	Applicant / Client			
Remarks:	Authorization letter must state that he/she allowed to conduct verification of his/her academic records in Polytechnic University of the Philippines and state the reason. Must be duly signed by the student/alumni concerned.			
4. Valid ID of Student/Alumni with Signature				
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - Paglbig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs; 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.				
Remarks:	Must have a hand signature in the ID. Photocopy only.			
5. Verification Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit letter request duly signed by the authorized company officer in charge with required documents for verification. Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Submit the following requirements:</i></p> <ul style="list-style-type: none"> • <i>Duly Signed Letter Request with Complete Office Address</i> • <i>Duly Signed Authorization Letter by Student/Alumni</i> • <i>Copy of Transcript of Records, Diploma, or credentials submitted</i> • <i>Photo copy of Valid ID of Student/Alumni with signature</i> 	1.1. Accept request and required documents and start initial assessment and verification of completeness	None	20 minute/s	• Administrative Staff; Office of the University Registrar
	1.2. Forward the request to verification officer for evaluation.		10 minute/s	• Administrative Staff; Office of the University Registrar
	1.3. Verification of submitted credentials and prepare verification result thru formal letter		4 working day/s, 8 hour/s	• Administrative Staff; Office of the University Registrar
	1.4. Forward to university registrar for signature		1 hour/s	• University Registrar; Office of the University Registrar
<p>2. Proceed to the Fund management Office for payment of verification fee. Location: FMO, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Once paid, submit the official receipt to Office of University Registrar for recording.</i></p>	2.1. Accept payment and issue official receipt	Standard Fees Breakdown: Verification Fee: PHP 200 <hr/> Total: PHP 200	20 minute/s	• Cashier; Fund Management Office
	2.2. Record the proof of payment in log book		15 minute/s	• Administrative Staff; Office of the University Registrar
3. Pick up the verification results/documents Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	3. Issue verification results	None	30 minute/s	• Administrative Staff; Office of the University Registrar
Total Processing Time:	Working Days: 4 working day/s, 10 hour/s, 35 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 200			

14. Processing of Request for Academic Verification Service (On-line)

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants, thru on-line, who claimed to have studied or graduated in this university.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of request with Letter Head (1) Electronic Copy	Applicant / Client			
Remarks:	Must have proper letter head and office address			
2. Copy of Transcript of Records, Diploma, or credentials submitted (1) Electronic Copy	Applicant / Client			
3. Duly Signed Authorization Letter by the Student/Graduate/Alumni (1) Electronic Copy	Applicant / Client			
Remarks:	Authorization letter must state that he/she allowed to conduct verification of his/her academic records in Polytechnic University of the Philippines and state the reason. Must be duly signed by the student/alumni concerned.			
4. Valid ID of Student/Alumni with Signature				
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - Paglibig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs; 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.				
Remarks:	Must have hand signature in the ID. Electronic copy only.			
5. Proof of Payment (1) Electronic Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Send letter request duly signed by the authorized company officer in charge with required documents for verification at PUP Email Address Location: Email Address: registrar@pup.edu.ph Notes/Instruction: <i>Submit the following requirements:</i></p> <ul style="list-style-type: none"> • <i>Duly Signed Letter Request with Complete Office Address</i> • <i>Duly Signed Authorization Letter by Student/Alumni</i> • <i>Copy of Transcript of Records, Diploma, or credentials submitted</i> • <i>Photo copy of Valid ID of Student/Alumni with signature</i> 	1.1. Accept request and required documents and start initial assessment and verification of completeness	None	20 minute/s	• Administrative Staff; Office of the University Registrar
	1.2. Verification of submitted credentials and prepare verification result thru formal letter		4 working day/s, 8 hour/s	• Administrative Staff; Office of the University Registrar
	1.3. Forward to university registrar for signature		1 hour/s	• University Registrar; Office of the University Registrar
	1.4. Instruct client for instruction of payment		5 minute/s	• Administrative Staff; Office of the University Registrar
<p>2. Pay verification fee thru LandBank over-the-counter payment or thru bank deposit thru other banks. Send validated bank deposit receipt at PUP Registrar email address Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Once paid, copy furnish Office of the University Registrar validated receipt of bank deposit.</i></p>	2.1. Receive validated bank deposit receipt and forward to Fund Management Office for verification	Possible Fees Breakdown: Verification Fee (Local): PHP 200 Verification Fee (International): USD 10	20 minute/s	• Administrative Staff; Office of the University Registrar
	2.2. Validate bank deposit receipt and issue office receipt.		35 minute/s	• Cashier; Fund Management Office
3. Receive the verification results/documents thru email. Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	3. Send verification results thru email	None	30 minute/s	• Administrative Staff; Office of the University Registrar
Total Processing Time:	Working Days: 4 working day/s, 10 hour/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Possible Fees Verification Fee (Local) : 200 Verification Fee (International) : 10				

15. Processing of Request for Credentials Service (Certificate of Attendance, Certificate of Graduation, Certificate of Medium of Instruction, Certificate of General Weighted Average (GWA), Certificate of Non Issuance of Special Order and Certified True Copy (CTC))

This request is processed for student/client/alumni who need these documents for employment, further studies, and other purposes.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Formal Attire**
(Sample: 1 Electronic Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture with White Background and with collar in ODRS Account

- 3. Proof of Payment**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

For Situational Requirement

A. When claiming documents, if immediate family member

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIBIG;
17. PWD I.D. Card - Local Government Unit;

18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant
(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

- (1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If Certified True Copy of Transcript of Records and/or Certified True Copy of Diploma**C.1. Copy of Transcript of Records and/or Copy of Diploma**

- (1) Electronic Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Must be clear copy and not yet certified

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • Upload 2x2 picture in ODRS Account to create request • Upload copy of Transcript of Records and/or Diploma (if requested Certified True Copy) 	1. Monitor online request	None	15 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A. Pay the amount of requested credentials Location:	2.A. Accept payment and issue official receipt.	Standard Fees Breakdown: Certification Fee: PHP 150 Documentary Stamp Tax Fee: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

Document

Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila		Total: PHP 180		
Payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none">• Convenience Fee may vary depending on the mode of payment chosen.• For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid	2.B. Validate online payment made by client.	Standard Fees Breakdown: Certification Fee: PHP 150 Documentary Stamp Tax Fee: PHP 30 <hr/> Total: PHP 180	10 minute/s	• Cashier; Fund Management Office
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none">• Only transactions tagged as paid will be processed.• Only requests with complete requirements will be processed (if applicable)	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action	None	1 working day/s, 10 minute/s	• Receiving Officer; Frontline Services and Records Management Section
	3.2. Forward request to Data Management, Authentication, and Printing Section for processing.		1 working day/s	• Controller; Frontline Services and Records Management Section
	3.3. Preparation and printing of the requested credentials. Forward request to checker for evaluation.		1 working day/s, 10 hour/s	• Print Operator; Data Management , Authentication and Printing Section
	3.4. Checking/Counter checking of requested credentials		2 working day/s	• Checker; Data Management , Authentication and Printing Section • Academic Counter Checker; Data Management , Authentication and Printing Section
	3.5. Final signature of University Registrar and tagging of request "ready for pick-up".		1 working day/s	• University Registrar; Office of the University Registrar • Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family member, submit:</i> <ul style="list-style-type: none">• <i>Duly signed authorization letter signed by the requestor</i>• <i>Photocopy of Birth Certificate of Claimant</i>• <i>Photo Copy of Valid ID of Claimant and Requestor</i>	4.1. Verify the documents presented, issue the requested credentials.	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section
	4.2. Tag request as claimed and automated client satisfactory survey will be sent to client		10 minute/s	• Releasing Officer; Frontline Services and Records

<i>If claimant is authorized representative, submit:</i>			
<ul style="list-style-type: none"> • <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i> • <i>Photocopy of Valid ID of Claimant and Requestor</i> 			
Total Processing Time:			
*For Payment through PUP Fund Management Office		Working Days: 7 working day/s	
*For Payment through Link.Biz Portal		Working Days: 7 working day/s	
Total Processing Fee:			
*For Payment through PUP Fund Management Office		Total Standard Fee: PHP 180	
*For Payment through Link.Biz Portal		Total Standard Fee: PHP 180	

16. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE))

A graduated student/client can apply for the Certification, Verification, Authentication (CAV/Apostille) through ODRS and submits photocopy of his credentials to be certified and put in a sealed envelope for DFA, CHED or PRC.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Formal Attire**
(Sample: 1 Electronic Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture with White Background and with collar in ODRS Account

- 3. Proof of Payment**
(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

- 4. Copy of Transcript of Records**
(1) Electronic Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Must be clear copy and not yet certified

- 5. Copy of Diploma**
(1) Electronic Copy Or (1) Photo Copy

Applicant / Client

Remarks:

Must be clear copy and not yet certified

For Situational Requirement

- A. When claiming documents, if immediate family member**

A.1. Authorization Letter

- (1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;

7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If CAV-CCHED**C.1. Letter request addressed to CHED Regional Director**

(1) Electronic Copy

Applicant / Client

Remarks:

Sample format must be downloaded in ODRS Website

Link: odrs.pup.edu.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

<p>1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • <i>Upload 2x2 picture in ODRS Account to create request</i> • <i>Upload copy of Transcript of Records and Diploma</i> • <i>Upload Letter request addressed to CHED Regional Director (if CAV-CHED)</i> </p>	<p>1. Monitor online request</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
<p>Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2.A. 1.1 Accept payment and issue official receipt.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Possible Fees Breakdown: CAV-DFA FEE: PHP 920 CAV-CCHED FEE: PHP 620 CAV-PRC FEE: PHP 470 CAV-DFA FEE (w/o diploma): PHP 770</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Any of requesting office / division
<p>If payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none"> • <i>Convenience Fee may vary depending on the mode of payment to be choose</i> • <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> </p>	<p>2.B. Validate online payment made by client.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Possible Fees Breakdown: CAV-DFA FEE: PHP 920 CAV-CCHED FEE: PHP 620 CAV-PRC FEE: PHP 470 CAV-DFA FEE (w/o diploma): PHP 770</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> • <i>Only transactions tagged as paid will be processed.</i> • <i>Only requests with complete requirements will be processed.</i> </p>	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action</p>	<p>None</p>	<p>1 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
<p>3.2. Forward request to Data Management, Authentication, and Printing Section for processing.</p>	<p>1 working day/s</p>		<ul style="list-style-type: none"> • Controller; Frontline Services and Records Management Section 	
<p>3.3. Preparation and printing of the requested credentials. Forward request to checker for evaluation.</p>	<p>2 working day/s, 10 hour/s, 5 minute/s</p>		<ul style="list-style-type: none"> • Print Operator; Data Management , Authentication and Printing Section 	
<p>3.4. Checking/Counter checking of requested credentials</p>	<p>1 working day/s</p>		<ul style="list-style-type: none"> • Checker; Data Management , Authentication and Printing Section • Academic Counter Checker; Data Management , 	

				Authentication and Printing Section
	3.5. Final signature of University Registrar and tagging of request "ready for pick-up".		1 working day/s	<ul style="list-style-type: none"> • University Registrar; Office of the University Registrar • Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family member, submit:</i> <ul style="list-style-type: none"> • <i>Duly signed authorization letter signed by the requestor</i> • <i>Photocopy of Birth Certificate of Claimant</i> • <i>Photo Copy of Valid ID of Claimant and Requestor</i> <i>If claimant is authorized representative, submit:</i> <ul style="list-style-type: none"> • <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i> • <i>Photocopy of Valid ID of Claimant and Requestor</i> 	4.1. Verify the documents presented, issue the requested credentials. 4.2. Tag request as claimed and automated client satisfactory survey will be sent to client	None	15 minute/s 10 minute/s	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section <ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section
Total Processing Time:				
*For Payment through PUP Fund Management Office	Working Days: 7 working day/s			
*For If payment through Link.Biz Portal	Working Days: 7 working day/s			
Total Processing Fee:				
*For Payment through PUP Fund Management Office	<p>Total Standard Fee: PHP 30 See other fees below</p>			
*For If payment through Link.Biz Portal	<p>Total Standard Fee: PHP 30 See other fees below</p>			
Possible Fees	<p>CAV-DFA FEE : 920 CAV-CCHED FEE : 620 CAV-PRC FEE : 470 CAV-DFA FEE (w/o diploma) : 770 CAV-DFA FEE : 920 CAV-CCHED FEE : 620 CAV-PRC FEE : 470 CAV-DFA FEE (w/o diploma) : 770</p>			

17. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE) for DFA (for UAE and Qatar))

A graduated student/client can apply for the Certification, Verification, Authentication (CAV/Apostille) through ODRS and submits photocopy of his credentials to be certified and put in a sealed envelope for DFA.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with White Background and with collar in ODRS Account	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
4. Copy of Transcript of Records (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
Remarks: Must be clear copy and not yet certified	
5. Copy of Diploma (1) Electronic Copy Or (1) Photo Copy	Applicant / Client
Remarks: Must be clear copy and not yet certified	
For Situational Requirement	
A. When claiming documents, if immediate family member	
A.1. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: Must be duly signed by the requestor	
A.2. Photocopy of Valid ID of Claimant and Requestor	
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections;	

7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • Upload 2x2 picture in ODRS Account to create request • Upload copy of Transcript of Records and Diploma • Add Special Certification to your request (Special Certification for UAE/Qatar Consular) 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				

<p>Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2.A. 1.1 Accept payment and issue official receipt.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 CAV-DFA Fee: PHP 920 Special Certification Fee: PHP 170 Total: PHP 1150</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Cashier; Fund Management Office
<p>Payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none"> <i>Convenience Fee may vary depending on the mode of payment to be choose</i> <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> </p>	<p>2.B. Validate online payment made by client.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 CAV-DFA: PHP 920 Special Certification Fee: PHP 170 Total: PHP 1150</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Cashier; Fund Management Office
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> <i>Only transactions tagged as paid will be processed.</i> <i>Only requests with complete requirements will be processed.</i> </p>	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action</p>	<p>None</p>	<p>1 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section
	<p>3.2. Forward request to Data Management, Authentication, and Printing Section for processing.</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> Controller; Frontline Services and Records Management Section
	<p>3.3. Request special certification with board examination and program accreditation level details at the Office of the Vice President for Academic Affairs</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Administrative Staff; Data Management , Authentication and Printing Section
	<p>3.4. Prepare special certification with board examination and program accreditation level details and forward to Office of the University Registrar for processing</p>	<p>None</p>	<p>8 working day/s</p>	<ul style="list-style-type: none"> Administrative Staff; Office of the Vice President for Academic Affairs
	<p>3.5. Preparation and printing of the requested credentials. Forward request to checker for evaluation.</p>	<p>None</p>	<p>2 working day/s, 10 hour/s</p>	<ul style="list-style-type: none"> Print Operator; Data Management , Authentication and Printing Section
	<p>3.6. Checking/Counter checking of requested credentials</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> Checker; Data Management , Authentication and Printing Section Academic Counter Checker; Data Management , Authentication and Printing Section

	3.7. Final signature of University Registrar and tagging of request "ready for pick".		1 working day/s	• University Registrar; Office of the University Registrar • Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family member, submit:</i> <ul style="list-style-type: none">• <i>Duly signed authorization letter signed by the requestor</i>• <i>Photocopy of Birth Certificate of Claimant</i>• <i>Photo Copy of Valid ID of Claimant and Requestor</i> <i>If claimant is authorized representative, submit:</i> <ul style="list-style-type: none">• <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i>• <i>Photocopy of Valid ID of Claimant and Requestor</i>	4.1. Verify the documents presented, issue the requested credentials. 4.2. Tag request as claimed and automated client satisfactory survey will be sent to client	None	15 minute/s 10 minute/s	• Releasing Officer; Frontline Services and Records Management Section • Releasing Officer; Frontline Services and Records Management Section
Total Processing Time:				
*For Payment through PUP Fund Management Office		Working Days: 15 working day/s		
*For Payment through Link.Biz Portal		Working Days: 15 working day/s		
Total Processing Fee:				
*For Payment through PUP Fund Management Office		Total Standard Fee: PHP 1150		
*For Payment through Link.Biz Portal		Total Standard Fee: PHP 1150		

18. Processing of Request for Certificate of Transfer Credential / Honorable Dismissal Service

Processes the request for Certificate of Transfer Credential a document certifying that a student has no pending accountabilities thereby he/she is honorably dismissed from the University.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Formal Attire**
(Sample: 1 Electronic Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture with White Background and with collar in ODRS Account

- 3. Proof of Payment**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

For Situational Requirement

A. When claiming documents, if immediate family member

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;

19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If under age**C.1. Letter Request to Transfer**

(1) Electronic Copy

Applicant / Client

Remarks:

Must be duly signed by the client and parents/guardian

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • Upload 2x2 picture in ODRS Account to create request • Upload Request Letter to Transfer (if under age) 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				

<p>Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2.A. 1.1 Accept payment and issue official receipt.</p>	<p>Standard Fees Breakdown: Certificate of Honorable Dismissal Fee: PHP 150 Documentary Stamp Tax Fee: PHP 30 Total: PHP 180</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>Payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none">• Convenience Fee may vary depending on the mode of payment chosen• For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</p>	<p>2.B. Validate online payment made by client.</p>	<p>Standard Fees Breakdown: Certificate of Honorable Dismissal Fee: PHP 150 Documentary Stamp Tax Fee: PHP 30 Total: PHP 180</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none">• Only transactions tagged as paid will be processed.• Only requests with complete requirements will be processed (if applicable)</p>	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action</p>	<p>None</p>	<p>1 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
	<p>3.2. Forward request to Data Management, Authentication, and Printing Section for processing.</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> • Controller; Frontline Services and Records Management Section
	<p>3.3. Preparation and printing of the requested credentials. Forward request to Assistant University Registrar for checking and final signature</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> • Print Operator; Data Management , Authentication and Printing Section
	<p>3.4. Final signature of Assistant University Registrar and tagging of request "ready for pick".</p>		<p>1 working day/s, 10 hour/s, 5 minute/s</p>	<ul style="list-style-type: none"> • Assistant University Registrar; Office of the University Registrar
<p>4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family member, submit:</i> <ul style="list-style-type: none">• Duly signed authorization letter signed by the requestor• Photocopy of Birth Certificate of Claimant• Photo Copy of Valid ID of Claimant and Requestor <i>If claimant is authorized representative, submit:</i> <ul style="list-style-type: none">• Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</p>	<p>4.1. Verify the documents presented, issue the requested credentials.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section
<p>4.2. Tag request as claimed and automated client satisfactory survey will be sent to client</p>	<p>10 minute/s</p>		<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section 	

• Photocopy of Valid ID of Claimant and Requestor			
Total Processing Time:			
*For Payment through PUP Fund Management Office	Working Days: 5 working day/s		
*For Payment through Link.Biz Portal	Working Days: 5 working day/s		
Total Processing Fee:			
*For Payment through PUP Fund Management Office	Total Standard Fee: PHP 180		
*For Payment through Link.Biz Portal	Total Standard Fee: PHP 180		

19. Processing of Request for Credentials Service (Course Description)

A Course/Subject Description is requested by client to describe the content of the course taken by the student within the curriculum.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Formal Attire**
(Sample: 1 Electronic Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture with White Background and with collar in ODRS Account

- 3. Proof of Payment**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

- 4. List of Course/s for Description or Photocopy of TOR with Highlighted Course Title/s**

(1) Electronic Copy Or (1) Photo Copy

Applicant / Client

For Situational Requirement

- A. When claiming documents, if immediate family member**

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIBIG;
17. PWD I.D. Card - Local Government Unit;

18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant
(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

- (1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • Upload 2x2 picture in ODRS Account to create request • Upload list of course/s needed for description 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A. Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. 1.1 Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Total: PHP 30 Formula Fees Breakdown: Certificate of Course/s Description Fee	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

<p>Payment through Link.Biz Portal 2.B. Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Convenience Fee may vary depending on the mode of payment chosen.</i> <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> 	<p>2.B. Validate online payment made by client.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30</p> <hr/> <p>Total: PHP 30</p> <p>Formula Fees Breakdown: Certificate of Course/s Description Fee</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Cashier; Fund Management Office
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Only transactions tagged as paid will be processed.</i> <i>Only requests with complete requirements will be processed (if applicable)</i> 	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action</p>	<p>None</p>	<p>1 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section
	<p>3.2. Forward request to Data Management, Authentication, and Printing Section for processing.</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> Controller; Frontline Services and Records Management Section
	<p>3.3. Request course/s description to respective colleges</p>		<p>10 minute/s</p>	<ul style="list-style-type: none"> Administrative Staff; Data Management , Authentication and Printing Section
	<p>3.4. Prepare description of course/s and forward at the Office of the University Registrar for processing.</p>		<p>1 working day/s, 9 hour/s, 55 minute/s</p>	<ul style="list-style-type: none"> Department Chairperson or College Deans; Colleges/Department
	<p>3.5. Preparation and printing of the requested credentials. Forward request to checker for evaluation.</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> Print Operator; Data Management , Authentication and Printing Section
	<p>3.6. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> Checker; Data Management , Authentication and Printing Section Academic Counter Checker.; Data Management , Authentication and Printing Section
	<p>3.7. Final signature of University Registrar and tagging of request "ready for pick".</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> University Registrar; Office of the University Registrar
<p>4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family member, submit:</i></p> <ul style="list-style-type: none"> <i>Duly signed authorization letter signed by the requestor</i> 	<p>4.1. Verify the documents presented, issue the requested credentials.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Releasing Officer; Frontline Services and Records Management Section

<ul style="list-style-type: none"> • Photocopy of Birth Certificate of Claimant • Photo Copy of Valid ID of Claimant and Requestor <p>If claimant is authorized representative, submit:</p> <ul style="list-style-type: none"> • Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) • Photocopy of Valid ID of Claimant and Requestor 	<p>4.2. Tag request as claimed and automated client satisfactory survey will be sent to client</p>		10 minute/s	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section 			
Total Processing Time:							
*For Payment through PUP Fund Management Office		Working Days: 7 working day/s					
*For Payment through Link.Biz Portal		Working Days: 7 working day/s					
Total Processing Fee:							
*For Payment through PUP Fund Management Office		<p>Total Standard Fee: PHP 30 See other fees below</p>					
*For Payment through Link.Biz Portal		<p>Total Standard Fee: PHP 30 See other fees below</p>					
Formula / Schedule of Fees							
<p>Certificate of Course/s Description Fee =Total Number of Course/s for Description x Php150.00</p>							

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance
 - College of Computer and Information Sciences
 - College of Communication
 - College of Education
 - College of Engineering
 - College of Science
 - College of Tourism, Hospitality and Transportation Management
 - College of Political Science and Public Administration
 - College of Social Sciences and Development
 - College of Human Kinetics

20. Processing of Request for Credentials Service (Diploma Second and/or Replacement Copy)

A diploma is one of the credentials being requested and it is a legal document that certifies the completion by a student of a degree program as certified and signed by the University Registrar and the University President.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate Students/Alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Formal Attire**
(Sample: 1 Electronic Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture with White Background and with collar in ODRS Account

- 3. Proof of Payment**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

For Situational Requirement

A. When claiming documents, if immediate family member

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;

19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If Replacement or Second Copy**C.1. Duly Notarized Affidavit of Loss**

(1) Original Copy And (1) Electronic Copy

Applicant / Client

D. If Replacement with Correction of Name**D.1. Approved Copy of Correction of Name**

(1) Electronic Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must processed Correction of Name first before requesting another copy of diploma or any other credentials

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> • Upload 2x2 picture in ODRS Account to create request • If replacement/second copy, upload affidavit of loss • If with correction of name, upload approved copy of correction of name 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section

2.Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Diploma 2nd/Replacement Copy Fee: PHP 200 <hr/> Total: PHP 230	10 minute/s	• Cashier; Fund Management Office
Payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: • <i>Convenience Fee may vary depending on the mode of payment to be choose</i> • <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i>	2.B. Validate online payment made by client.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Diploma 2nd/Replacement Copy Fee: PHP 200 <hr/> Total: PHP 230	10 minute/s	• Cashier; Fund Management Office
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: • <i>Only transaction tagged as paid will be process</i> • <i>Only request with complete requirements will be process</i>	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action	None	1 working day/s, 10 minute/s	• Receiving Officer; Frontline Services and Records Management Section
	3.2. Forward request to Data Management, Authentication, and Printing Section for processing.		1 working day/s	• Controller; Frontline Services and Records Management Section
	3.3. Checking of graduation details of client for verification		2 working day/s, 10 hour/s	• DMAPS Staff; Data Management , Authentication and Printing Section
	3.4. Preparation and printing of the requested credentials. Forward request to checker for evaluation.		4 working day/s	• Printing Staff; Data Management , Authentication and Printing Section
	3.5. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature		2 working day/s	• Assistant University Registrar; Office of the University Registrar
	3.6. Final signature of University Registrar and tagging of request "ready for pick".		2 working day/s	• University Registrar; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer and submit original copy of affidavit of loss.</i>	4.1. Verify the documents presented, issue the requested credentials.	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section

<i>If claimant is immediate family member, submit:</i>			
<ul style="list-style-type: none"> • <i>Duly signed authorization letter signed by the requestor</i> • <i>Photocopy of Birth Certificate of Claimant</i> • <i>Photo Copy of Valid ID of Claimant and Requestor</i> 	4.2. Tag request as claimed and automated client satisfactory survey will be sent to client		
<i>If claimant is authorized representative, submit:</i>		15 minute/s	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section

Total Processing Time:

*For Payment through PUP Fund Management Office	Working Days: 13 working day/s
*For Payment through Link.Biz Portal	Working Days: 13 working day/s

Total Processing Fee:

*For Payment through PUP Fund Management Office	Total Standard Fee: PHP 230
*For Payment through Link.Biz Portal	Total Standard Fee: PHP 230

21. Processing of Request for Credentials Service (Diploma First Copy)

A diploma is one of the credentials being requested and it is a legal document that certifies the completion by a student of a degree program as certified and signed by the College Dean, Vice President for Academic Affairs, and the University President.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate Students/Alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with White Background and with collar in ODRS Account	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
4. Claim Stub or Copy of Transcript of Records (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

For Situational Requirement
A. When claiming documents, if immediate family member
A.1. Authorization Letter (1) Original Copy Remarks: Must be duly signed by the requestor
A.2. Photocopy of Valid ID of Claimant and Requestor 1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority;

16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant
(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

- (1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • <i>Upload 2x2 picture in ODRS Account to create request</i> • <i>Upload Claim Stub or Copy of Transcript of Records</i> 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. 1.1 Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 <hr/> Total: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
Payment through Link.Biz Portal 2.B.Payment the amount of the requested credentials through Link.Biz Portal Location:	2.B. Validate online payment made by client.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

		Total: PHP 30		
Notes/Instruction: <ul style="list-style-type: none"> • Convenience Fee may vary depending on the mode of payment to be choose • For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid 				
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> • Only transaction tagged as paid will be processed. • Only request with complete requirements will be processed. 	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action	None	1 working day/s, 10 minute/s	• Receiving Officer; Frontline Services and Records Management Section
	3.2. Forward request to Data Management, Authentication, and Printing Section for processing.		1 working day/s	• Controller; Frontline Services and Records Management Section
	3.3. Checking of graduation details of client for verification.		2 working day/s, 10 hour/s	• Administrative Staff; Data Management , Authentication and Printing Section
	3.4. Preparation and printing of the requested credentials. Forward request to respective colleges for signature of dean.		4 working day/s	• Print Operator; Data Management , Authentication and Printing Section
	3.5. For signature of respective college dean. Forward to the Office of the University Registrar.		5 working day/s	• College Dean; Colleges/Department
	3.6. Scanning of diploma first copy.		2 working day/s	• Digitization Staff; Office of the University Registrar
	3.7. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar

<p>4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Present valid ID to releasing officer and submit original copy of affidavit of loss.</i></p> <p>If claimant is immediate family member, submit:</p> <ul style="list-style-type: none"> • <i>Duly signed authorization letter signed by the requestor</i> • <i>Photocopy of Birth Certificate of Claimant</i> • <i>Photo Copy of Valid ID of Claimant and Requestor</i> <p>If claimant is authorized representative, submit:</p> <ul style="list-style-type: none"> • <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i> • <i>Photocopy of Valid ID of Claimant and Requestor</i> 	<p>4.1. Verify the documents presented, issue the requested credentials.</p> <p>4.2. Tag request as claimed and automated client satisfactory survey will be sent to client</p>	None	15 minute/s	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section
			15 minute/s	<ul style="list-style-type: none"> • Releasing Officer; Frontline Services and Records Management Section

Total Processing Time:

*For Payment through PUP Fund Management Office	Working Days: 17 working day/s
---	--------------------------------

*For Payment through Link.Biz Portal	Working Days: 17 working day/s
--------------------------------------	--------------------------------

Total Processing Fee:

*For Payment through PUP Fund Management Office	Total Standard Fee: PHP 30
---	-------------------------------

*For Payment through Link.Biz Portal	Total Standard Fee: PHP 30
--------------------------------------	-------------------------------

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

22. Processing of Request for Credentials Service (Transcript of Records-First Copy for New Graduate)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. First Copy is requested by new graduates after the graduation ceremony and submission of the required documents. A student who did not graduate may also request for first copy as requirement for readmission or for transfer to another school.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Newly Graduate Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must request through Online Document Request System

Website: odrs.pup.edu.ph

- 2. 2" x 2" picture in Toga**

(Sample: 1 Electronic Copy and 1 Original Copy pc)

Applicant / Client

Remarks:

Must upload 2x2 Picture in Toga with correct color of hood and correct placement of tasse

- 3. Proof of Payment**

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

- 4. Certificate of Candidacy**

(1) Electronic Copy And (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Sub Requirement

- 4.A. If Lost Certificate of Candidacy**

- 4.A.1. Duly Notarized Affidavit of Loss**
(1) Original Copy And (1) Electronic Copy

Applicant / Client

- 5. General Clearance**

(1) Electronic Copy And (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

Must be downloaded in SIS Account and cleared in all accountabilities

Sub Requirement

- 5.A. If Lost General Clearance**

- 5.A.1. Duly Notarized Affidavit of Loss**
(1) Original Copy And (1) Electronic Copy

Applicant / Client

- 6. PUP ID**

PUP Student ID

Remarks:

Must surrender upon claiming of credentials

Sub Requirement

6.A. If Lost PUP ID

- 6.A.1. Duly Notarized Affidavit of Loss*
(1) Original Copy And (1) Electronic Copy

Applicant / Client

For Situational Requirement

A. When claiming documents, if immediate family member

A.1. Authorization Letter

- (1) Original Copy

Applicant / Client

Remarks:

Must be duly signed by the requestor

A.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

- (1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative

B.1. Special Power of Attorney

- (1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;

13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If not covered in RA 10931 (Universal Access to Quality Tertiary Education Act)**C.1. Graduation Fee Receipt**

(1) Electronic Copy And (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • <i>Upload 2x2 picture in Toga in ODRS Account to create request</i> • <i>Upload Certificate of Candidacy and General Clearance in the requirements.</i> • <i>Upload Graduation Fee receipt in requirements tab (if not covered by RA 10931)</i> • <i>Upload Affidavit of Loss in requirements tab (if Certificate of Candidacy and/or General Clearance was loss)</i> 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A. Pay the documentary stamp tax fee. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. 1.1 Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 <hr/> Total: PHP 60	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
Payment through Link.Biz Portal 2.B. Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none"> • <i>Convenience Fee may vary depending on the mode of payment chosen.</i> • <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> 	2.B. Validate online payment made by client.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 <hr/> Total: PHP 60	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> • <i>Only transaction tagged as paid will be processed.</i> • <i>Only request with complete requirements will be processed.</i> 	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to records analyst for appropriate action	None	1 working day/s, 10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
	3.2. Check and validates students information in SIS accounts. Print dummy transcript of records and forward to Data Management, Authentication and Printing Section for printing of final transcript		2 working day/s	<ul style="list-style-type: none"> • Posting clerk; Academic Management and Evaluation Section

Document

	3.3. Processing and printing of final Transcript of Records and Certificate of Graduation. Forward to records analyst for signature		4 working day/s, 10 hour/s	• Print Operator; Data Management , Authentication and Printing Section
	3.4. Sign the final Transcript of Records and forward to academic counter checking.		1 working day/s	• Print Operator; Data Management , Authentication and Printing Section
	3.5. Checking/ Counter checking of final output.		5 working day/s	• Counter Checker; Data Management , Authentication and Printing Section
	3.6. For final signature of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar
	3.7. Scanning of first copy credentials		2 working day/s	• Digitization Staff; Office of the University Registrar
	3.8. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Submit following requirements to releasing officer:</i> • Certificate of Candidacy • General Clearance • Graduation Fee Receipt (if not covered by RA 10931) • PUP ID • 1pc 2x2 Picture in Toga • Affidavit of Loss (if PUP ID, Certificate of Candidacy, and/or General Clearance was loss)	4.1. Verify the documents presented, issue the requested credentials.		15 minute/s	• Releasing Officer; Frontline Services and Records Management Section
<i>If claimant is immediate family member, submit:</i> • Duly signed authorization letter signed by the requestor • Photocopy of Birth Certificate of Claimant • Photo Copy of Valid ID of Claimant and Requestor <i>If claimant is authorized representative, submit:</i> • Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) • Photocopy of Valid ID of Claimant and Requestor	4.2. Tag request as claimed and automated client satisfactory survey will be sent to client	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section

Total Processing Time:

*For Payment through PUP Fund Management Office	Working Days: 18 working day/s
*For Payment through Link.Biz Portal	Working Days: 18 working day/s

Total Processing Fee:	
*For Payment through PUP Fund Management Office	Total Standard Fee: PHP 60
*For Payment through Link.Biz Portal	Total Standard Fee: PHP 60

23. Processing of Request for Credentials Service (Transcript of Records-Second and Succeeding Copies and Copy for Another School)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. Clients can request for the following TOR:

- A. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for specific purpose.
- B. Copy for Another School – is requested by a client who transferred to another school to pursue higher education provided the Certificate of Transfer Credential (Honorable Dismissal) has been requested by the client and must be acknowledged by the Registrar where the client is presently enrolled. If the TOR with remarks "Copy for" is already issued, the client can only request for another TOR for purposes of Board Examination, employment and promotion provided a "Certificate of No Objection" will be issued by the school where the TOR Copy for" was issued.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student and Alumni
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy and 1 Original Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with white background and collar	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
For Situational Requirement	
A. When claiming documents, if immediate family member	
A.1. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: Must be duly signed by the requestor	
A.2. Copy of Birth Certificate of Claimant (1) Photo Copy	Applicant / Client
B. When claiming documents, if authorized representative	
B.1. Special Power of Attorney (1) Original Copy	Applicant / Client
Remarks: Special Power of Attorney must be from the current location where the claimant is residing	
B.2. Photocopy of Valid ID of Claimant and Requestor	

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If Copy for Another School**C.1. Duly Acknowledged Lower Portion of Certificate of Transfer****Credentials (Honorable Dismissal)**

(1) Electronic Copy And (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

Remarks:

- Must processed Certificate of Transfer Credentials (Honorable Dismissal) before requesting Transcript of Records with remarks Copy For
- Lower portion of Certificate of Transfer Credentials (Honorable Dismissal) must be duly acknowledge by the requesting school

D. If Transcript of Records with remarks "Copy For" already issued**D.1. Certificate of No Objection**

(1) Original Copy And (1) Electronic Copy

Agency - Division: Current School - Current School

Remarks:

Must secure Certificate of No Objection to the school where Transcript of Records with remarks "Copy For" was addressed

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> • <i>Upload 2x2 picture in with white background and collar</i> • <i>If requesting Trancript of Records with remarks "Copy For", upload duly acknowledge lower portion of Certification of Transfer Credential (Honorable Dismissal) in requirements.</i> • <i>If Trancript of Records with remarks "Copy For" was already issued, submit Certificate of No Objection</i> 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				

<p>Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2.A. Accept payment and issue official receipt.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30</p> <hr/> <p>Total: PHP 30</p> <p>Possible Fees Breakdown: Transcript of Records - Copy for (Undergraduate) 1st Year: PHP 120 Transcript of Records - Copy for (Undergraduate) 2nd Year: PHP 220 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year: PHP 320 Transcript of Records - Copy for (Undergraduate) 5th Year: PHP 420 Transcript of Records - For Evaluation (Undergraduate) 1st Year: PHP 100 Transcript of Records - For Evaluation (Undergraduate) 2nd Year: PHP 200 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year: PHP 300 Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400 Trancipt of Records - For Evaluation (Graduated, 4 year program): PHP 350 Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450 Transcript of Records - Copy for (Graduated, 4 year program): PHP 370 Trancipt of Records - Copy for (Graduated, 5 year program): PHP 470</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Cashier; Any of requesting office / division
<p>Payment through Link.Biz Portal 2.B.Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Convinience Fee may vary depending on the mode of payment to be choose</i> <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> 	<p>2.B. Validate online payment made by client.</p>	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30</p> <hr/> <p>Total: PHP 30</p> <p>Possible Fees Breakdown: Transcript of Records - Copy for (Undergraduate) 1st Year: PHP 120 Transcript of Records - Copy for (Undergraduate) 2nd Year: PHP 220 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year: PHP 320 Transcript of Records - Copy for (Undergraduate) 5th Year: PHP 420 Transcript of Records -</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Cashier; Fund Management Office

Document

		For Evaluation (Undergraduate) 1st Year: PHP 100 Transcript of Records - For Evaluation (Undergraduate) 2nd Year: PHP 200 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year: PHP 300 Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400 Transcript of Records - For Evaluation (Graduated, 4 year program): PHP 350 Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450 Transcript of Records - Copy for (Graduated, 4 year program): PHP 370 Trancipt of Records - Copy for (Graduated, 5 year program): PHP 470		
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none">• Only transaction tagged as paid will be processed.• Only request with complete requirements will be processed.	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action	None	1 working day/s, 10 minute/s	• Receiving Officer; Frontline Services and Records Management Section
	3.2. Forward request to Data Management, Authentication, and Printing Section for processing		1 working day/s	• Controller; Frontline Services and Records Management Section
	3.3. Processing and printing of final Transcript of Records and Certificate of Graduation. Forward to counter checker for evaluation and signature		3 working day/s, 10 hour/s	• Print Operator; Data Management , Authentication and Printing Section
	3.4. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature		2 working day/s	• Academic Counter Checker; Data Management , Authentication and Printing Section
	3.5. For final signature of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar
	3.6. Scanning of first copy credentials		2 working day/s	• Digitization Staff; Office of the University Registrar
	3.7. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: Present valid ID to releasing officer	4.1. Verify the documents presented, issue the requested credentials.	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section

<ul style="list-style-type: none"> If requestes Transcript of Records with remarks "Copy for", submit original copy of the duly acknowledged lower portion of certificate of transfer credentials (honorable dismissal) If Transcript of Records with remarks "Copy for" was already issued, submit original copy of Certificate of No Objection <p>If claimant is immediate family memmber, submit:</p> <ul style="list-style-type: none"> Duly signed authorization letter signed by the requestor Photocopy of Birth Certificate of Claimant Photo Copy of Valid ID of Claimant and Requestor <p>If claimant is authorized representative, submit:</p> <ul style="list-style-type: none"> Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) Photocopy of Valid ID of Claimant and Requestor 			
---	--	--	--

Total Processing Time:

*For Payment through PUP Fund Management Office	Working Days: 12 working day/s
---	--------------------------------

*For Payment through Link.Biz Portal	Working Days: 12 working day/s
--------------------------------------	--------------------------------

Total Processing Fee:

<p>*For Payment through PUP Fund Management Office</p>	Total Standard Fee: PHP 30 See other fees below
<p>*For Payment through Link.Biz Portal</p>	Total Standard Fee: PHP 30 See other fees below

Possible Fees

Transcript of Records - Copy for (Undergraduate) 1st Year : 120
 Transcript of Records - Copy for (Undergraduate) 2nd Year : 220
 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year : 320
 Transcript of Records - Copy for (Undergraduate) 5th Year : 420
 Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450
 Transcript of Records - Copy for (Graduated, 4 year program) : 370
 Transcript of Records - Copy for (Graduated, 5 year program) : 470
 Transcript of Records - Copy for (Undergraduate) 1st Year : 120
 Transcript of Records - Copy for (Undergraduate) 2nd Year : 220
 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year : 320
 Transcript of Records - Copy for (Undergraduate) 5th Year : 420
 Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450
 Transcript of Records - Copy for (Graduated, 4 year program) : 370
 Transcript of Records - Copy for (Graduated, 5 year program) : 470

24. Processing of Request for Credentials Service (Transcript of Records-For Non-Graduates and Non-Sis Students or Manual)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student and Alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy and 1 Original Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with white background and collar	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office

For Situational Requirement
A. When claiming documents, if immediate family member
A.1. Authorization Letter (1) Original Copy Remarks: Must be duly signed by the requestor
A.2. Photocopy of Valid ID of Claimant and Requestor 1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - Paglbig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;

20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
 2. Passport - Department of Foreign Affairs;
 3. PRC License Card - Professional Regulatory Commission;
 4. SSS I.D. Card - Social Security System;
 5. GSIS I.D. (UMID) Card - Government Service Insurance System;
 6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
 9. Company/Office I.D. Card - Company;
 10. School I.D. Card - School;
 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
 12. Postal I.D. Card - Philpost;
 13. Barangay I.D. Card - Barangay;
 14. NBI Clearance - National Bureau of Investigation;
 15. Seaman's Book - Maritime Industry Authority;
 16. HDMF Transaction I.D. Card - PagIbig;
 17. PWD I.D. Card - Local Government Unit;
 18. Solo Parent I.D. Card - Local Government Unit;
 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <ul style="list-style-type: none"> • Upload 2x2 picture in with white background and collar 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A. Pay the amount of requested credentials. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. 1.1 Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30 Total: PHP 30	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

Document

		(Undergraduate) 3rd and 4th Year: PHP 300 Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400 Transcript of Records - For Evaluation (Graduated, 4 year program): PHP 350 Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450		
<p>Payment through Link.Biz Portal 2.B.Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Convenience Fee may vary depending on the mode of payment chosen.</i> <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> 	2.B. Validate online payment made by client.	<p>Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 30</p> <hr/> <p>Total: PHP 30</p> <p>Possible Fees Breakdown: Transcript of Records - For Evaluation (Undergraduate) 1st Year: PHP 100 Transcript of Records - For Evaluation (Undergraduate) 2nd Year: PHP 200 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year: PHP 300 Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400 Transcript of Records - For Evaluation (Graduated, 4 year program): PHP 350 Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450</p> <p>Formula Fees Breakdown: Convenience Fee</p>	10 minute/s	<ul style="list-style-type: none"> Cashier; Fund Management Office
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Only transaction tagged as paid will be process</i> <i>Only request with complete requirements will be process</i> 	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action</p> <p>3.2. Forward request to records keeper for retrieval of individual records file.</p> <p>3.3. Retrieval of student records file. Forward the retrieved records file to controller for appropriate action.</p>	None	<p>1 working day/s, 10 minute/s</p> <p>1 working day/s</p> <p>2 working day/s</p>	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section Controller; Frontline Services and Records Management Section Records Custodian; Frontline Services and Records Management Section

	3.4. Forward student records file to assigned records analyst.		1 working day/s	• Controller; Frontline Services and Records Management Section
	3.5. Updating of Student scholastic records. Forward to printing section for printing of Transcript of Records.		3 working day/s	• Records Analyst; Academic Management and Evaluation Section
	3.6. Processing and printing of final Transcript of Records. Forward to counter checker for evaluation and signature		2 working day/s, 10 hour/s	• Print Operator; Data Management , Authentication and Printing Section
	3.7. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature		3 working day/s	• Academic Counter Checker; Data Management , Authentication and Printing Section
	3.8. For final signature of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar
	3.9. Scanning of first copy credentials		2 working day/s	• Digitization Staff; Office of the University Registrar
	3.10. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer</i> <i>If claimant is immediate family memmber, submit:</i> • <i>Duly signed authorization letter signed by the requestor</i> • <i>Photocopy of Birth Certificate of Claimant</i> • <i>Photo Copy of Valid ID of Claimant and Requestor</i> <i>If claimant is authorized representative, submit:</i> • <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i> • <i>Photocopy of Valid ID of Claimant and Requestor</i>	4.1. Verify the documents presented, issue the requested credentials. 4.2. Tag request as claimed and automated client satisfactory survey will be sent to client	None	15 minute/s 15 minute/s	• Releasing Officer; Frontline Services and Records Management Section • Releasing Officer; Frontline Services and Records Management Section
Total Processing Time:				
*For Payment through PUP Fund Management Office		Working Days: 18 working day/s		
*For Payment through Link.Biz Portal		Working Days: 18 working day/s		
Total Processing Fee:				
*For Payment through PUP Fund Management Office		Total Standard Fee:		

<p>*For Payment through Link.Biz Portal</p>	<p>Total Standard Fee: PHP 30 See other fees below</p>
--	--

Possible Fees

Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450
 Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450

Formula / Schedule of Fees

Convenience Fee

Convenience Fee may vary depending on the mode of payment

25. Processing of Request for Credentials Service (WES Form, ICES Form, IQAS Form)

Process request for credentials of students and alumni. WES Form, ICES Form, IQAS Form are credentials evaluation used overseas.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student and Alumni
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy and 1 Original Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with white background and collar	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
4. Duly Accomplished WES Form, ICES Form, and/or IQAS Form (1) Electronic Copy	Applicant / Client
Remarks: Must secure WES Form, ICES Form, and/or IQAS Form to the respective credential evaluation services choosen with reference number.	
For Situational Requirement	
A. When claiming documents, if immediate family member	
A.1. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: Must be duly signed by the requestor	
A.2. Photocopy of Valid ID of Claimant and Requestor	
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay;	

14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

A.3. Copy of Birth Certificate of Claimant

(1) Photo Copy

Applicant / Client

B. When claiming documents, if authorized representative**B.1. Special Power of Attorney**

(1) Original Copy

Applicant / Client

Remarks:

Special Power of Attorney must be from the current location where the claimant is residing

B.2. Photocopy of Valid ID of Claimant and Requestor

1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office;
2. Passport - Department of Foreign Affairs;
3. PRC License Card - Professional Regulatory Commission;
4. SSS I.D. Card - Social Security System;
5. GSIS I.D. (UMID) Card - Government Service Insurance System;
6. Voter's I.D. Card /Voter's Certification - Commission of Elections;
7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue;
8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;
9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - Paglbig;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. If with Certified Copy of Transcript of Records**C.1. Copy or Transcript of Records**

(1) Electronic Copy

Applicant / Client

Remarks:

Must upload clear copy of Transcript of Records and must not yet certified

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction:</p> <ul style="list-style-type: none"> • <i>Upload 2x2 picture in with white background and collar</i> • <i>If with Certified Copy of Transcript of Records, add Certified Copy of Transcript of Records to the request and upload copy of Transcript of Records</i> • <i>If with Original Copy of Transcript of Records, add to the request</i> 	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section

2.Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. 1.1 Accept payment and issue official receipt.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 WES/ICES/IQAS FEE: PHP 170 <hr/> Total: PHP 230	10 minute/s	• Cashier; Fund Management Office
Payment through Link.Biz Portal 2.B.Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none">• <i>Convenience Fee may vary depending on the mode of payment to be choose</i>• <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i>	2.B. Validate online payment made by client.	Standard Fees Breakdown: Documentary Stamp Tax Fee: PHP 60 <hr/> Total: PHP 60	10 minute/s	• Cashier; Fund Management Office
3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none">• <i>Only transaction tagged as paid will be processed.</i>• <i>Only request with complete requirements will be processed.</i>	3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action	None	1 working day/s, 10 minute/s	• Receiving Officer; Frontline Services and Records Management Section
3.2. Forward request to Data Management, Authentication, and Printing Section for appropriate action.	1 working day/s		• Controller; Frontline Services and Records Management Section	
3.3. Processing and printing of final Transcript of Records. Forward to counter checker for evaluation and signature	3 working day/s		• Print Operator; Data Management , Authentication and Printing Section	
3.4. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature	3 working day/s		• Academic Counter Checker; Data Management , Authentication and Printing Section	
3.5. Forward to University Registrar for processing of WES Form, ICES Form, and/or IQAS Form	3 working day/s		• Administrative Staff; Office of the University Registrar	

	3.6. For final signature of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar
	3.7. Scanning of updated credentials		1 working day/s	• Digitization Staff; Office of the University Registrar
	3.8. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar
4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer</i> <i>If claimant is immediate family memmber, submit:</i> <ul style="list-style-type: none">• <i>Duly signed authorization letter signed by the requestor</i>• <i>Photocopy of Birth Certificate of Claimant</i>• <i>Photo Copy of Valid ID of Claimant and Requestor</i> <i>If claimant is authorized representative, submit:</i> <ul style="list-style-type: none">• <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i>• <i>Photocopy of Valid ID of Claimant and Requestor</i>	4.1. Verify the documents presented, issue the requested credentials.	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section	
	4.2. Tag request as claimed and automated client satisfactory survey will be sent to client	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section
Total Processing Time:				
*For Payment through PUP Fund Management Office	Working Days: 14 working day/s, 1 hour/s			
*For Payment through Link.Biz Portal	Working Days: 14 working day/s, 1 hour/s			
Total Processing Fee:				
*For Payment through PUP Fund Management Office	Total Standard Fee: PHP 230 See other fees below			
*For Payment through Link.Biz Portal	Total Standard Fee: PHP 60 See other fees below			
Possible Fees	<p>Trancipt of Records - For Evaluation (Graduated, 4 year program) : 350 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450 Certified True Copy of Transcript of Records Fee : 150 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450 Certified True Copy of Transcript of Recrods Fee : 150</p>			

26. Processing of Request for Informative Copy of Grades Service

Processes certified true copy of complete academic records or informative copy of credits and grades previously taken, duly signed by the University Registrar.

Office or Division:	Office of the University Registrar			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Currently Enrolled Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar		
Remarks:		Must request through Online Document Request System Website: odrs.pup.edu.ph		
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy and 1 Original Copy pc)		Applicant / Client		
Remarks:		Must upload 2x2 Picture with white background and collar		
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy		Agency - Division: Polytechnic University of the Philippines - Fund Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: • Upload 2x2 picture in with white background and collar	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section
2.Payment of Requested Credentials Payment through PUP Fund Management Office 2.A.Pay the amount of requested credentials. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. Accept payment and issue official receipt.	Standard Fees Breakdown: Informative Copy of Grades Fee: PHP 150 <hr/> Total: PHP 150	10 minute/s	<ul style="list-style-type: none"> Cashier; Fund Management Office
Payment through Link.Biz Portal 2.B.Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: • Convenience Fee may vary depending on the mode of payment to be choose	2.B. Validate online payment made by client.	Standard Fees Breakdown: Informative Copy of Grades Fee: PHP 150 <hr/> Total: PHP 150	10 minute/s	<ul style="list-style-type: none"> Cashier; Fund Management Office

<ul style="list-style-type: none"> For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid 				
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> Only transaction tagged as paid will be process Only request with complete requirements will be process </p>	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness. Forward the request to Data Management, Authentication, and Printing Section for Appropriate Section for appropriate action</p> <p>3.2. Generate Informative Copy of Grades and send digital copy to students email address</p>	None	<p>8 hour/s</p> <p>1 working day/s, 2 hour/s, 40 minute/s</p>	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section Administrative Staff; Data Management , Authentication and Printing Section
Total Processing Time:				
*For Payment through PUP Fund Management Office		Working Days: 2 working day/s		
*For Payment through Link.Biz Portal		Working Days: 2 working day/s		
Total Processing Fee:				
*For Payment through PUP Fund Management Office		<p>Total Standard Fee: PHP 150</p>		
*For Payment through Link.Biz Portal		<p>Total Standard Fee: PHP 150</p>		

27. Processing of Request for Leave of Absence Service

A student intend to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the College Dean concerned for approval, stating the reason for leave. If the leave exceeds one academic year, he/she shall lose status as a student in residence.

Office or Division:	Office of the University Registrar			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Student with Valid Residency <ul style="list-style-type: none"> • Must complete at least one (1) academic year 			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Letter of intent address to the University Registrar and Dean/Chairperson of the College (1) Original Copy And (1) Photo Copy</p> <p>Remarks: To be downloaded in PUP Website Link: https://www.pup.edu.ph/downloads/students/</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit Request letter addressed to the University Registrar stating the reason for his/her leave Location: Colleges/Department	1.1. Receive request and endorse to department chairperson and college dean for approval	None	20 minute/s	• Administrative Aide; Colleges/Department
	1.2. Approval of request letter for leave of absence		1 working day/s	• Department Chairperson; Colleges/Department
	1.3. Recommending approval of the request letter for leave of absence		1 working day/s	• College Dean; Colleges/Department
2. Submit the approve leave of absence letter to the Office of the University Registrar for final approval Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.1. Receive the approve leave of absence letter and begin initial evaluation. Endorse to University Registrar for approval	None	20 minute/s	• Administrative Staff; Office of the University Registrar
	2.2. Approval of request for leave of absence		2 working day/s	• University Registrar; Office of the University Registrar
	2.3. Forward the approved request for leave of absence to Information and Communications Technology Office for tagging		20 minute/s	• Registrar I; Office of the University Registrar
3. Monitor SIS Account and email address for update Location: Information and Communication Technology Office, 2nd floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila	3. Tagging of Leave of Absence (LOA) status in student SIS account	None	1 working day/s	• ICTO Officer; Information and Communications Technology Office
Total Processing Time:		Working Days: 5 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

28. Processing of Request for First Year Students Admission Service

The Admission and Registration Services (ARSS) processes and facilitates the application for enrollment of high school/ senior high school students who passed the PUP College Entrance Test (PUPCET). The ARSS evaluates the applicants' documents as to the authenticity and whether the applicant is qualified for admission or not in adherence to the University admission requirements/criteria.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>1. Passer of Polytechnic University of the Philippines College Entrance Test (PUPCET) and:</p> <ul style="list-style-type: none"> • Graduates of the K12 program or those who graduated from K12 pilot schools who have not enrolled in any technical/diploma/degree program immediately after graduation with GWA of 82% or higher. • A Philippine Educational Placement Test (PEPT) passer, eligible for admission to college with an average rating of 82% or higher in its five (5) subject areas: Math, English, Science, Filipino, and Araling Panlipunan. • An Alternative Learning System Accreditation &Equivalency (ALS A&E) Test for Secondary Level passer, eligible for admission to college and has 100 or higher Standard Score (SS) with Essay Writing of 2 or higher.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Student Application Form 1 with 2 x 2 picture with white background and collar (SAR Form 1 - Confirmation Slip) (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar - Admission and Registration Services Section
Remarks: To be downloaded at PUP iApply Link: iapply.pup.edu.ph	
2. Route and Approval Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar - Admission and Registration Services Section
Remarks: To be downloaded at PUP iApply Link: iapply.pup.edu.ph	
3. Grade 10 and 11 High School Report Card (1) Original Copy Or (1) Certified True Copy And (1) Photo Copy	Applicant / Client
Remarks: Must secure from the previous High School attended	
4. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
5. Certification of Good Moral issued by the HS/SHS Principal/or Guidance Counselor with school dry seal (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks: To be secured from the previous High School/Senior High School attended	
6. Current Chest X-Ray result with Film (Sample: 1 Film)	Applicant / Client
Remarks: Six (6) months validity from scheduled date of medical clearance	

7. Duly accomplished Health Information Form for Students

(1) Original Copy

Remarks:

To be secured at PUP iApply/PUP Website

Link: iapply.pup.edu.ph or pup.edu.ph/downloads/students/**8. Long Brown Envelope**

(Sample: 1 pc)

Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services

Applicant / Client

For Situational Requirement**A. For Philippine Educational Placement Test (PEPT) Passer**

A.1. Duly Authenticated or Verified Copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Educational Assessment (BEA)

(1) Original Copy Or (1) Certified True Copy And (1) Photo Copy

Applicant / Client

B. For Alternative Learning System Accreditation and Equivalency Assessment (ALS A&E) Passer

B.1. Duly Authenticated or Verified Copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Educational Assessment (BEA) for Tertiary Level

(1) Original Copy Or (1) Certified True Copy And (1) Photo Copy

Applicant / Client

C. For Graduates of High School / Senior High School of previous year/s

C.1. Certification from High School/SHS Registrar with school dry seal and noted by the Principal that no copy of F137A has been sent to other college or university

(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

To be secured from the previous High School/Senior High School attended

D. For Currently Enrolled Student**D.1. School Identification card**

- Valid School ID issued by the school

Sub Requirement**D.1.A. For Previous High School/Senior High School Graduate****D.1.A.1. Any Valid Government Issued ID**

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID1) Card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of admission/entrance credentials Location:	1. The Admission and Registration Services Section will receive the entrance credentials from qualified	None	15 minute/s	• Administrative Aide I-IV; Admission and

PUP Gymnasium	freshmen applicants who passed the PUP College Entrance Test (PUPCET)			Registration Services Section
Final Grade in English is 80% or lower and Graduates of ALS and PEPT 2.A.Take English Placement Test (EPT) Location: PUP Gymnasium	2.A. Administer English Placement Test	Possible Fees Breakdown: English Placement Test Fee: PHP 150	1 hour/s	<ul style="list-style-type: none"> Chairperson; College of Arts and Letters
Going to enroll in College of Architecture, Design, and Built Environment College of Engineering, College of Computer and Information Sciences, and College of Science 2.B.Take aptitude/qualifying exam Location: College of Architecture, Design, and Built Environment and/or PUP Gymnasium	2.B. Administer aptitude/qualifying exam	None	3 hour/s	<ul style="list-style-type: none"> Chairperson; College of Architecture, Design and the Built Environment Chairperson; College of Engineering Chairperson; College of Science
3. Proceed to the College/Department program of your choice for interview Location: PUP Gymnasium	3. The Chairperson will accommodate the interview of your program choice and evaluation of credentials. The Chairperson/ Faculty Adviser will tag the courses for enrolment and assessment of fees	None	2 hour/s	<ul style="list-style-type: none"> Chairperson and Faculty; Colleges/Department
4. Proceed to the PUP Medial Clinic to undergo physical examination Location: PUP Gymnasium Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i>	4. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment.	None	2 hour/s	<ul style="list-style-type: none"> Nurses and Medical Doctor; Medical Services Department
5. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: PUP Gymnasium	5. The ARSS will issue the Certificate of Registration to the students.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aid I-IV; Admission and Registration Services Section
6. Proceed to Office of the Student Services for printing and issuance of identification card Location: PUP Gymnasium	6. The Office of Student Services will print and release the Identification Card of students	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Office of the Student Services
Total Processing Time:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Working Days: 6 hour/s, 15 minute/s		
*For Going to enroll in College of Architecture, Design, and Built Environment College of Engineering, College of Computer and Information Sciences, and College of Science		Working Days: 8 hour/s, 15 minute/s		
Total Processing Fee:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Total Standard Fee: None See other fees below		
*For Going to enroll in College of Architecture, Design, and Built Environment College of Engineering, College of Computer and Information Sciences, and College of Science		Total Standard Fee: None See other fees below		
Possible Fees English Placement Test Fee : 150				

Office Legend

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

29. Processing of Request for Credentials Service (Multiple Credentials Request)

Process multiple request for credentials of students and alumni. Multiple request may be classified if three or more credentials was requested.

Office or Division:	Office of the University Registrar
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student and Alumni
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph	
2. 2" x 2" picture in Formal Attire (Sample: 1 Electronic Copy and 1 Original Copy pc)	Applicant / Client
Remarks: Must upload 2x2 Picture with white background and collar	
3. Proof of Payment (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
For Situational Requirement	
A. When claiming documents, if immediate family member	
A.1. Authorization Letter (1) Original Copy	Applicant / Client
Remarks: Must be duly signed by the requestor	
A.2. Copy of Birth Certificate of Claimant (1) Photo Copy	Applicant / Client
B. When claiming documents, if authorized representative	
B.1. Special Power of Attorney (1) Original Copy	Applicant / Client
Remarks: Special Power of Attorney must be from the current location where the claimant is residing	
B.2. Photocopy of Valid ID of Claimant and Requestor	
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth;	

9. Company/Office I.D. Card - Company;
10. School I.D. Card - School;
11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police;
12. Postal I.D. Card - Philpost;
13. Barangay I.D. Card - Barangay;
14. NBI Clearance - National Bureau of Investigation;
15. Seaman's Book - Maritime Industry Authority;
16. HDMF Transaction I.D. Card - PagIBIG;
17. PWD I.D. Card - Local Government Unit;
18. Solo Parent I.D. Card - Local Government Unit;
19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs;
20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and
21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.

C. Other Required Documents (if applicable)**C.1. Other Required Documents (if applicable)**

(1) Electronic Copy

Applicant / Client

Remarks:

Must upload required documents per requested credentials

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph/ur/ Notes/Instruction: <i>Upload 2x2 picture in with white background and collar</i>	1. Monitor online request	None	10 minute/s	<ul style="list-style-type: none"> • Receiving Officer; Frontline Services and Records Management Section
2. Payment of Requested Credentials				
Payment through PUP Fund Management Office 2.A. Pay the amount of requested credentials. Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2.A. Accept payment and issue official receipt.	Possible Fees Breakdown: Transcript of Records - Copy for (Undergraduate) 1st Year: PHP 120 Transcript of Records - Copy for (Undergraduate) 2nd Year: PHP 220 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year: PHP 320 Transcript of Records - Copy for (Undergraduate) 5th Year: PHP 420 Transcript of Records - For Evaluation (Undergraduate) 1st Year: PHP 100 Transcript of Records - For Evaluation (Undergraduate) 2nd Year: PHP 200 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year: PHP 300 Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400 Transcript of Records - For Evaluation (Graduated, 4 year program): PHP 350 Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450 Transcript of Records - Copy for (Graduated, 4 year program): PHP 370	10 minute/s	<ul style="list-style-type: none"> • Cashier; Fund Management Office

Document

		<p>Transcript of Records - Copy for (Graduated, 5 year program): PHP 470 CAV-PRC Fee: PHP 470 CAV-CHED Fee: PHP 620 CAV-DFA Fee: PHP 920 CAV-DAF (w/o Diploma) Fee: PHP 770 Certificate of Transfer Credential (Honorable Dismissal) Fee: PHP 150 Certificate of Units Earned Fee: PHP 150 Certificate of NSTP Serial Number Fee: PHP 150 Certificate of English Medium of Instruction Fee: PHP 150 Certificate of English Medium of Instruction for Australia Fee: PHP 150 Certificate of English Medium of Instruction for Japan Fee: PHP 150 Certificate of Enrollment/Attendance Fee: PHP 150 Certificate of General Weighted Average Fee: PHP 150 Certificate of Graduation Fee: PHP 150 Certified True Copy of Diploma Fee: PHP 150 Certified True Copy of Transcript of Records Fee: PHP 150 Diploma Second/Replacement Copy Fee: PHP 200 Retrieval of Unclaimed Request: PHP 100 Special Certifications: PHP 170 WES/ICES/IQAS Form Fee: PHP 170 Certification of Non-Issuance of Special Order (S.O.) Fee: PHP 150</p> <p>Formula Fees Breakdown: Certificate of Course/s Description Fee Documentary Stamp Tax Fee</p>		
Payment through Link.Biz Portal 2.B.Pay the documentary stamp tax fee through Link.Biz Portal Location: Link: https://www.lbp-eservices.com/egps/portal/GFields.jsp Notes/Instruction: <ul style="list-style-type: none"> • <i>Convinience Fee may vary depending on the mode of payment to be choose</i> • <i>For payments settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as Paid</i> 	2.B. Validate online payment made by client.	<p>Possible Fees Breakdown: Transcript of Records - Copy for (Undergraduate) 1st Year: PHP 120 Transcript of Records - Copy for (Undergraduate) 2nd Year: PHP 220 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year: PHP 320 Transcript of Records - Copy for (Undergraduate) 5th Year: PHP 420 Transcript of Records - For Evaluation (Undergraduate) 1st Year: PHP 100 Transcript of Records - For Evaluation (Undergraduate) 2nd Year: PHP 200</p>	10 minute/s	• Cashier; Fund Management Office

		<p>Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year: PHP 300</p> <p>Transcript of Records - For Evaluation (Undergraduate) 5th Year: PHP 400</p> <p>Transcript of Records - For Evaluation (Graduated, 4 year program): PHP 350</p> <p>Transcript of Records - For Evaluation (Graduated, 5 year program): PHP 450</p> <p>Transcript of Records - Copy for (Graduated, 4 year program): PHP 370</p> <p>Transcript of Records - Copy for (Graduated, 5 year program): PHP 470</p> <p>CAV-CHED Fee: PHP 620</p> <p>CAV-PRC Fee: PHP 470</p> <p>CAV-DFA Fee: PHP 920</p> <p>CAV-DFA (w/o Diploma) Fee: PHP 770</p> <p>Certificate of Transfer Credential (Honorable Dismissal) Fee: PHP 150</p> <p>Certificate of Units Earned Fee: PHP 150</p> <p>Certification for NSTP Serial Number Fee: PHP 150</p> <p>Certification of English as Medium Of instruction Fee: PHP 150</p> <p>Certification of English as Medium Of instruction for Australia Fee: PHP 150</p> <p>Certification of English as Medium Of instruction for Japan Fee: PHP 150</p> <p>Certification of Enrollment/Attendance Fee: PHP 150</p> <p>Certification of General Weighted Average Fee: PHP 150</p> <p>Certification of Graduation Fee: PHP 150</p> <p>Certification of Non-Issuance of Special Order (S.O.) Fee: PHP 150</p> <p>Certified True Copy of Diploma Fee: PHP 150</p> <p>Certified True Copy of Transcript of Records Fee: PHP 150</p> <p>Diploma Second/Replacement Copy Fee: PHP 20</p> <p>Retrieval of Unclaimed Request Fee: PHP 100</p> <p>Special Certification: PHP 170</p> <p>WES/ICES/IQAS Form Fee: PHP 170</p> <p>Formula Fees</p> <p>Breakdown:</p> <p>Certification of Course/s Description</p> <p>Fee Documentary Stamp Tax Fee</p>		
<p>3. Check email or ODRS accounts for any update or advisory from Office of the University Registrar</p> <p>Location:</p> <p>Website: odrs.pup.edu.ph</p> <p>Notes/Instruction:</p>	<p>3.1. Accept application and required documents and start initial assessment and verification of completeness.</p> <p>Forward the request to controller for appropriate action</p>	None	<p>1 working day/s, 10 minute/s</p>	<ul style="list-style-type: none"> Receiving Officer; Frontline Services and Records Management Section

<ul style="list-style-type: none"> Only transaction tagged as paid will be process Only request with complete requirements will be process 	3.2. Forward request to Data Management, Authentication, and Printing Section for processing		1 working day/s	• Controller; Frontline Services and Records Management Section	
	3.3. Processing and printing of final Transcript of Records and Certificate of Graduation. Forward to counter checker for evaluation and signature		6 working day/s, 10 hour/s	• Printing Staff; Data Management , Authentication and Printing Section	
	3.4. Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature		6 working day/s	• Academic Counter Checker; Data Management , Authentication and Printing Section	
	3.5. For final signature of the University Registrar		1 working day/s	• University Registrar; Office of the University Registrar	
	3.6. Scanning of original requested credentials		2 working day/s	• Digitization Staff; Office of the University Registrar	
	3.7. Tagging of request ready for pick-up		1 working day/s	• Administrative Staff; Office of the University Registrar	
	4.1. Verify the documents presented, issue the requested credentials.		15 minute/s	• Releasing Officer; Frontline Services and Records Management Section	
<p>4. Pick-up requested credentials Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Present valid ID to releasing officer</i></p> <ul style="list-style-type: none"> If requestes Transcript of Records with remarks copy for, submit original copy of the duly acknowledge lower portion of certificate of transfer credentials (honorable dismissal) If Transcript of Records with remarks copy for was already issued, submit original copy of Certificate of No Objection <p>If claimant is immediate family memmber, submit:</p> <ul style="list-style-type: none"> Duly signed authorization letter signed by the requestor Photocopy of Birth Certificate of Claimant Photo Copy of Valid ID of Claimant and Requestor <p>If claimant is authorized representative, submit:</p> <ul style="list-style-type: none"> Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) Photocopy of Valid ID of Claimant and Requestor 	<p>4.2. Tag request as claimed and automated client satisfactory survey will be sent to client</p>	None	15 minute/s	• Releasing Officer; Frontline Services and Records Management Section	
			15 minute/s	• Releasing Officer; Frontline Services and Records Management Section	
Total Processing Time:					
*For Payment through PUP Fund Management Office		Working Days: 19 working day/s			
*For Payment through Link.Biz Portal		Working Days: 19 working day/s			
Total Processing Fee:					

*For Payment through PUP Fund Management Office	Total Standard Fee: None See other fees below
*For Payment through Link.Biz Portal	Total Standard Fee: None See other fees below

Possible Fees

Transcript of Records - Copy for (Undergraduate) 1st Year : 120
 Transcript of Records - Copy for (Undergraduate) 2nd Year : 220
 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year : 320
 Transcript of Records - Copy for (Undergraduate) 5th Year : 420
 Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450
 Transcript of Records - Copy for (Graduated, 4 year program) : 370
 Transcript of Records - Copy for (Graduated, 5 year program) : 470
 CAV-PRC Fee : 470
 CAV-CCHED Fee : 620
 CAV-DFA Fee : 920
 CAV-DAF (w/o Diploma) Fee : 770
 Certificate of Transfer Credential (Honorable Dismissal) Fee : 150
 Certificate of Units Earned Fee : 150
 Certificate of NSTP Serial Number Fee : 150
 Certificate of English Medium of Instruction Fee : 150
 Certificate of English Medium of Instruction for Australia Fee : 150
 Certificate of English Medium of Instruction for Japan Fee : 150
 Certificate of Enrollment/Attendance Fee : 150
 Certificate of General Weighted Average Fee : 150
 Certificate of Graduation Fee : 150
 Certified True Copy of Diploma Fee : 150
 Certified True Copy of Transcript of Records Fee Fee : 150
 Diploma Second/Replacement Copy Fee : 200
 Retrieval of Unclaimed Request : 100
 Special Certifications : 170
 WES/ICES/IQAS Form Fee : 170
 Certification of Non-Issuance of Special Order (S.O.) Fee : 150
 Transcript of Records - Copy for (Undergraduate) 1st Year : 120
 Transcript of Records - Copy for (Undergraduate) 2nd Year : 220
 Transcript of Records - Copy for (Undergraduate) 3rd and 4th Year : 320
 Transcript of Records - Copy for (Undergraduate) 5th Year : 420
 Transcript of Records - For Evaluation (Undergraduate) 1st Year : 100
 Transcript of Records - For Evaluation (Undergraduate) 2nd Year : 200
 Transcript of Records - For Evaluation (Undergraduate) 3rd and 4th Year : 300
 Transcript of Records - For Evaluation (Undergraduate) 5th Year : 400
 Transcript of Records - For Evaluation (Graduated, 4 year program) : 350
 Transcript of Records - For Evaluation (Graduated, 5 year program) : 450
 Transcript of Records - Copy for (Graduated, 4 year program) : 370
 Transcript of Records - Copy for (Graduated, 5 year program) : 470
 CAV-CCHED Fee : 620
 CAV-PRC Fee : 470
 CAV-DFA Fee : 920
 CAV-DAF (w/o Diploma) Fee : 770
 Certificate of Transfer Credential (Honorable Dismissal) Fee : 150
 Certificate of Units Earned Fee : 150
 Certification for NSTP Serial Number Fee : 150
 Certification of English as Medium Of instruction Fee : 150
 Certification of English as Medium Of instruction for Australia Fee : 150
 Certification of English as Medium Of instruction for Japan Fee : 150
 Certification of Enrollment/Attendance Fee : 150
 Certification of General Weighted Average Fee : 150
 Certification of Graduation Fee : 150
 Certification of Non-Issuance of Special Order (S.O.) Fee : 150
 Certified True Copy of Diploma Fee : 150
 Certified True Copy of Transcript of Records Fee : 150
 Diploma Second/Replacement Copy Fee : 20
 Retrieval of Unclaimed Request Fee : 100
 Special Certification : 170
 WES/ICES/IQAS Form Fee : 170

Formula / Schedule of Fees

Certificate of Course/s Description Fee

Certificate of Course/s Description Fee = Number of Course/s requested x PHP 150

Documentary Stamp Tax Fee

DST Fee = Number of Request x PHP30

Certification of Course/s Description Fee

Certification of Subject Description Fee = Number of Course/s Requested x PHP 150

Open University System

1. Processing of Request for Qualifying Examination for Post Baccalaureate Diploma in Information Technology and Graduate Programs Service

This service provides the applicant to take the qualifying examination and who wishes to be admitted for an advanced study program.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>The following may be eligible to avail this service:</p> <ol style="list-style-type: none"> 1. Graduates of Bachelor's degree 2. Graduates with Non-IT Bachelor's degree 3. Applicants who already graduated from Master's or Doctorate degreee
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. OUSEE iApply Voucher (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - OPEN UNIVERSITY SYSTEM
Remarks: www.pup.edu.ph/iapply/ousee	
2. Letter of Intent addressed to the Executive Director (1) Electronic Copy	Applicant / Client
3. Filled-up Recommendation form for Admission (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - OPEN UNIVERSITY SYSTEM
Remarks: www.pup.edu.ph/iapply/ousee	
4. 2x2 picture in formal attire with white background (1) Electronic Copy	Applicant / Client
5. Transcript of Records from the last school attended (1) Electronic Copy	Agency - Division: Last School Attended - Previous Higher Education Institution / University / College
6. PSA Birth Certificate (1) Electronic Copy	Agency - Division: Philippine Statistics Authority - Regional Statistical Services Office
7. Qualifying Examination fee (Official Receipt) (1) Electronic Copy	Agency - Division: PUP Fund Management Office / Landbank Linkbiz - PUP Fund Management Office / Landbank
8. For working and/or non-working applicant	
Any of the following:	
8.A. Certificate of Employment / Service Record (1) Electronic Copy	Agency - Division: Employer - Human Resource Development
8.B. National Bureau of Investigation / Philippine National Police Clearance (1) Original Copy And (1) Photo Copy And (1) Electronic Copy	Agency - Division: National Bureau of Investigation / Philippine National Police - Clearance Division

For Situational Requirement				
A. For female married applicant who opts to use her husband's surname				
A.1. PSA Marriage Certificate (1) Electronic Copy		Agency - Division: Philippine Statistics Authority - Regional Statistical Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Visit the PUP Website, apply for PUPOUS Entrance Examination and go to iApply and read the information provided and click the Apply Now button Location: PUP Website: https://www.pup.edu.ph/apply/ousee PUP Website: iapply.pup.edu.ph Notes/Instruction: <i>Must submit with the following admission requirements:</i></p> <p>1. Transcript of Records from the last school attended 2. PSA Birth Certificate 3. PSA Marriage Certificate (for female applicant who opts to use her husband's surname) 4. Certificate of Employment</p>	1. Monitor the on-line application	Standard Fees Breakdown: Entrance Examination fee: PHP 500 <hr/> Total: PHP 500	10 minute/s	<ul style="list-style-type: none"> • Admission Officer / Administrative Aide III/IV; Open University System
<p>2. Submit the payment voucher and all scanned admission requirements through email (ous.entranceexam@pup.edu.ph) Location: Institutional Webmail Notes/Instruction: <i>List of initial admission requirements:</i></p> <p>1. Transcript of Records from the last school attended 2. PSA Birth Certificate 3. PSA Marriage Certificate (for female married applicant) 4. Certificate of Employment</p>	2. Evaluate the submitted scanned admission requirements	None	10 minute/s	<ul style="list-style-type: none"> • Admission Officer/Administrative Aide III/IV; Open University System
<p>3. Monitor the registered email address for the schedule of online qualifying examination and orientation Location: Registered Email Address</p>	3. Notify the qualified applicants regarding the schedule of the online qualifying examination and orientation	None	5 minute/s	<ul style="list-style-type: none"> • Admission Officer / Administrative Aide III/IV; Open University System
<p>4. Take the online qualifying examination Location: Qualifying Examination Google Form</p>	4. Administer the qualifying examination	None	2 hour/s	<ul style="list-style-type: none"> • Admission Officer; Open University System
<p>5. Wait for the qualifying examination result and download the admission form and proceed to the scheduled date of enrollment with all the requirements listed in the downloaded forms. Location: Registered Email address</p>	5. Notify the qualified applicants	None	3 working day/s	<ul style="list-style-type: none"> • Admission Officer; Open University System
Total Processing Time:	Working Days: 3 working day/s, 2 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 500			

2. Processing of Request for Polytechnic University of the Philippines College Entrance Test for Open University System On-line Application Service

This service facilitates the online submission and processing of requests for the Polytechnic University of the Philippines College Entrance Test (CET) for Open University System. This service allows prospective students to apply, track, and manage their college entrance test application conveniently through an online platform, ensuring an efficient and streamlined application process.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Applicants with the following educational backgrounds:</p> <ul style="list-style-type: none"> • High school graduates from a non-K12 curriculum • Senior High School (SHS) graduates • Alternative Learning System (ALS) or Philippine Educational Placement Test (PEPT) completers
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. PUPCETOUS APPLICATION FORM (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - Information and Communications Technology Office
Remarks: downloadable through iapply.pup.edu.ph	
2. 2x2 picture in formal attire with white background (1) Electronic Copy	Applicant / Client
3. PSA Birth Certificate (1) Electronic Copy	Agency - Division: PHILIPPINE STATISTICS AUTHORITY - Civil Registration Services Division
4. Certificate of Employment (1) Electronic Copy	Agency - Division: CURRENT EMPLOYMENT - HUMAN RESOURCE MANAGEMENT DIVISION

For Situational Requirement	
A. For PUPCETOUS applicants	
A.1. SHS Form 137-A and Form 138 (1) Electronic Copy	Agency - Division: SENIOR HIGH SCHOOL - REGISTRAR'S OFFICE
A.2. Non-k12 High School FORM 137-A and Form 138 (1) Electronic Copy	Agency - Division: HIGH SCHOOL - REGISTRAR'S OFFICE

Sub Situational Requirements	
A.a. For Alternative Learning System (ALS) Completer	
<i>A.a.1. Certificate of Completion, Certificate of Rating and Diploma</i> (1) Electronic Copy	<i>Agency - Division:</i> DEPARTMENT OF EDUCATION - BUREAU OF ALTERNATIVE LEARNING SYSTEM
A.b. For Philippine Educational Placement Test Passers	

A.b.1. Certificate of Completion and Certificate of Rating
(1) Electronic Copy

Agency - Division: DEPARTMENT OF EDUCATION - PHILIPPINE EDUCATIONAL PLACEMENT OFFICE

B.1. PSA MARRIAGE CERTIFICATE
(1) Electronic Copy

Agency - Division: PHILIPPINE STATISTICS AUTHORITY - Civil
Registration Services Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Visit the PUP Website, apply for PUP College Entrance Test for Open University System/PUP Open University System Admission Evaluation for Transferees and go to iApply and read the information provided and click the Apply Now button Location: PUP Website Notes/Instruction: <i>visit the website at iapply.pup.edu.ph</i></p>	1. Monitor on-line application	None	10 minute/s	<ul style="list-style-type: none"> • Admission Officer/Administrative Aide III/Administrative Aide IV; Open University System
<p>2. Visit the PUP iApply for the confirmation and scheduled date of entrance examination for PUPCETOUS applicants Location: www.pup.edu.ph/iapply Notes/Instruction: <i>visit the website https://iapply.pup.edu.ph/signin</i></p>	2. Tagging of examination schedule (PUPCETOUS)	None	10 minute/s	<ul style="list-style-type: none"> • Admission Officer/Administrative Aide III/Administrative Aide IV; Open University System
<p>3. Print the PUPCETOUS examination permit Location: www.pup.edu.ph/iapply Notes/Instruction: <i>download through https://iapply.pup.edu.ph</i></p>	3. Prepare the entrance examinees masterlist	None	10 minute/s	<ul style="list-style-type: none"> • Registrar/Admission Officer/Administrative Aide IV/Administrative Aide III; Open University System
<p>4. Take the college entrance test. Location: PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Make sure that you arrived 30 minutes earlier before the examination schedule</i></p>	4. Assist the applicants to their respective room assignment and facilitate the examination	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Registrar/Admission Officer/Administrative Aide IV/Administrative Aide III; Open University System • Course Specialist; Open University System
<p>5. Monitor the iApply account for the examination result Location: www.pup.edu.ph/iapply Notes/Instruction: <i>Visit the website https://iapply.pup.edu.ph/signin to know the result of your examination</i></p>	5. Uploading of the list of passers for entrance examination	None	19 working day/s	<ul style="list-style-type: none"> • Registrar; Open University System • Admission Officer; Open University System • Psychometrician, Office of the Counseling and Psychological Services; Any of requesting office / division
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: None			

3. Processing of Request for First Year Student Admission Service under Open University System

This service handles the entire process for first-year student admissions, from the initial submission of application requests to the final approval. It includes reviewing academic qualifications, verifying required documents, coordinating with relevant departments for interviews or tests, and providing admission decisions.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Applicants who passed the PUP College Entrance Test for Open University System
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SAR FORM 1 (Confirmation Documents)	
(1) Original Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM
Remarks:	
www.pup.edu.ph/iapply	
2. Route and Approval Slip	
(1) Original Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM
Remarks:	
www.pup.edu.ph/iapply	
3. PSA Birth Certificate	
(1) Original Copy	Agency - Division: Philippine Statistics Authority - Civil Registration Division
4. Latest Chest X-Ray Film and Result	
(1) Original Copy	Applicant / Client
Remarks:	
Six (6) months validity from scheduled date of medical clearance	
5. 2x2 picture in formal attire and white background	
(1) Original Copy	Applicant / Client
6. Health Information Form for Students	
(1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Department
Remarks:	
To be secured at PUP iApply/PUP Website	
Link: iapply.pup.edu.ph or pup.edu.ph/downloads/students/	
7. (1) Long Brown Envelope	
(1) Original Copy	Applicant / Client

For Situational Requirement	
A. for graduates of Senior High School	
A.1. Grade 11 and 12 Senior High School Report Card	
(1) Original Copy And (1) Photo Copy	Agency - Division: Department of Education - Senior High School - Registrar's Office
Remarks:	
Must secure from the previous Senior High School attended	
A.2. SF10 Learner's Permanent Academic Record with remarks "copy for PUP Open University System"	Agency - Division: Department of Education - Senior High School - Registrar's Office
(1) Original Copy	
Remarks:	

Must secure to your previous Senior High School attended

B. for non-K12 graduates (High School old curriculum)

B.1. 4th year High School FORM 138

(1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - High School - Registrar's Office

B.2. 4th Year FORM 137-A with remarks "copy for PUP Open University System"

(1) Original Copy

Agency - Division: Department of Education - High School - Registrar's Office

Remarks:

Must secure to your last school attended

C. for Philippine Educational Placement Test (PEPT) passer

C.1. Duly Authenticated or Verified Copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Educational Assessment (BEA)

(1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - Bureau of Educational Assessment (BEA)

Remarks:

Must secure the original and authenticated copy to DEPED-BEA

D. for Alternative Learning System Accreditation and Equivalency Assessment (ALS A&E) Passer

D.1. Duly Authenticated or Verified Copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Educational Assessment (BEA) for Tertiary Level

(1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - Bureau of Educational Assessment (BEA)

Remarks:

Must secure the original and authenticated copy to DEPED-BEA

E. for female married applicant who opts to user her husband's surname

E.1. PSA Marriage Certificate

(1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistics Authority - Civil Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submission of admission requirements Location: PUP Gymnasium Notes/Instruction: <i>Enrollees were advised to proceed to One-Stop-Shop Enrollment Process at PUP Gymnasium</i>	1. The OUS Student Services Office will receive the admission requirements	None	15 minute/s	<ul style="list-style-type: none"> • Registrar; Open University System • Chief, Admission and Registration Section; Open University System • Chief, Student Records Section; Open University System • Administrative Aide III - IV; Open University System
2.Final Grade in English is 80% or lower and Graduates of ALS and PEPT				
Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-K12 graduates, ALS and PEPT completers)) 2.A.Take English Placement Test (EPT) Location: PUP College of Arts and Letters	2.A. Evaluate the submitted entrance credential	Standard Fees Breakdown: English Placement Test fee: PHP 150 <hr/> Total: PHP 150	2 hour/s	<ul style="list-style-type: none"> • Chief, Admission and Registration Section; Open University System • Administrative Aide III - IV; Open University System • Chairperson, College of Arts and Letters; Any of requesting office / division
For BSIT, BSIE and BSCPE enrollees 2.B.Take the qualifying exam Location:	2.B. The Program Chair will administer the qualifying examination	None	2 hour/s	<ul style="list-style-type: none"> • Program Chair; Open University System

PUP Gymnasium / PUP ICTO Notes/Instruction: <i>qualified enrollees who wishes to enroll for the BSIT, BSIE and BSCPE programs were required to the qualifying examination.</i>				• Course Specialist; Open University System
3. Proceed to the Department program of your choice for interview Location: PUP Gymnasium	3. The Program Chair will accommodate the interview of your program choice and evaluation of credentials. The Program Chair/ Faculty Adviser will tag the courses for enrollment and assessment of fees	None	2 hour/s	• Program Chair; Open University System • Course Specialist; Open University System
4. Proceed to the PUP Medical Department booth Location: PUP Gymnasium Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i> <i>Atleast six (6) months the validity of Chest X-Ray</i>	4. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment.	None	3 hour/s	• Medical Doctor, PUP Medical Office; Any of requesting office / division • Nurse, PUP Medical Office; Open University System
5. Proceed to OUS Student Services booth for printing of the official certificate of enrollment Location: PUP Gymnasium	5. Print the Certificate of Registration	None	1 hour/s	• Chief, Admission and Registration Section; Open University System • Administrative Aide III - IV; Open University System
6. Proceed to Office of the Student Services booth for printing and issuance of identification card Location: PUP Gymnasium	6. The Office of Student Services will print and release the Identification Card of students	None	1 hour/s	• Administrative Aide III - VI; Open University System
Total Processing Time:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-k12 graduates, ALS and PEPT completers))	Working Days: 9 hour/s, 15 minute/s			
*For For BSIT, BSIE and BSCPE enrollees	Working Days: 9 hour/s, 15 minute/s			
Total Processing Fee:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-k12 graduates, ALS and PEPT completers))	Total Standard Fee: PHP 150			
*For For BSIT, BSIE and BSCPE enrollees	Total Standard Fee: None			

4. Processing of Request for First Year Student Admission Service (Graduate Programs and Post Baccalaureate Diploma in Information Technology)

This service processes and facilitates the application for enrollment of applicants who have passed the OUS Qualifying Examination. It evaluates the application documents of the applicants as to whether the applicant is qualified to admit or not to adhere to the requirements / criteria for admission to the university.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Applicant who passed the qualifying examination.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Admission Forms with SAR Form and other confirmation forms (1) Original Copy Remarks: downloadable through iapply.pup.edu.ph. filled out all the forms	
2. Transcript of Records with remarks "copy for PUP Open University System" (1) Original Copy Remarks: Must submit first the original copy of Transcript of Records issued by your last school attended.	
3. PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - Civil Registration Division
4. Certificate of Employment (1) Original Copy	Applicant / Client Remarks: must be a latest copy issued by your present employment
5. Concept Paper (1) Original Copy	Applicant / Client Remarks: Must submit a concept paper as a preliminary step for your thesis or dissertation proposal.
6. 2x2 picture in formal attire with white background (1) Original Copy	Applicant / Client Remarks: 2 pcs. of 2x2 picture must be submitted
7. 1 Long Brown Envelope (1) Original Copy	Applicant / Client Remarks: submit with your FULL NAME and chosen PROGRAM

For Situational Requirement				
A. for female married applicant who opts to use her husband's surname				
A.1. PSA Marriage Certificate (1) Original Copy		Agency - Division: Philippine Statistics Authority - Civil Registration Division		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of admission requirements Location: PUP Open University System - Student Services Office Notes/Instruction: <i>Must submit all the original requirements before the scheduled online enrollment</i>	1. The OUS Student Services Office will receive the admission requirements	None	15 minute/s	<ul style="list-style-type: none"> Registrar; Open University System Chief, Admission and Registration Section; Open University System Administrative Aide III - IV; Open University System
2. Open the registered email address for the notification online enrollment schedule Location: via online	2. The Program Chair will conduct the interview for your chosen program and evaluate your credentials.	Standard Fees Breakdown: Tuition Fee (Doctoral) per unit: PHP 1000 Tuition Fee (Masteral) per unit: PHP 750 Tuition Fee (Post Baccalaureate) per unit: PHP 250 Miscellaneous Fee : PHP 1750 <hr/> Total: PHP 3750	2 hour/s	<ul style="list-style-type: none"> Program Chair; Open University System
3. Pay the tuition fee Location: PUP Fund Management Office, Landbank, Online Payment	3. Credit the payment for the activation of the SIS account	Standard Fees Breakdown: Tuition Fee (Doctoral) per unit: PHP 1000 Tuition Fee (Masteral) per unit: PHP 750 Tuition Fee (Post Baccalaureate) per unit: PHP 250 Miscellaneous Fee: PHP 1750 <hr/> Total: PHP 3750	1 hour/s	<ul style="list-style-type: none"> Cash Collection Officer, Fund Management Office; Any of requesting office / division Administrative Aide III - VI; Any of requesting office / division
4. Download the Certificate of Registration Location: through Student Information System (SIS) Notes/Instruction: <i>The schedule of classes is available in the SIS Certificate of Registration.</i>	4. Validate the Certificate of Registration	None	30 minute/s	<ul style="list-style-type: none"> Chief, Admission and Registration Section; Open University System Administrative Aide III - VI; Open University System
Total Processing Time:	Working Days: 3 hour/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 7500			

5. Processing of Request for Higher Year Enrollment Service

This service facilitates the enrollment of students advancing to higher years in their academic programs. It ensures that students meet the necessary prerequisites, have no outstanding academic or financial obligations, and comply with institutional enrollment guidelines.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	1. Current Students 2. Graduate program students must have fully paid their tuition fees for the previous semester.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Last Semester Certificate of Registration (1) Original Copy Remarks: (sisstudents.pup.edu.ph) <i>To proceed with online enrollment, all courses/subjects from the previous semester must have an encoded grade.</i>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Monitor the PUP website and official FB page of the Open University System for the advisory of the opening of online registration Location: PUP Website and PUP Open University System Official Facebook page	1. Disseminate the advisory of the schedule of online registration	None	30 minute/s	<ul style="list-style-type: none"> Registrar / Admission Officer / Student Records Officer; Open University System Information Officer, Information and Communications Technology Office; Any of requesting office / division Program Chair; Open University System
2. Open the SIS account for the scheduled date of online registration Location: sisstudents.pup.edu.ph	2. Monitor the online registration	None	30 minute/s	<ul style="list-style-type: none"> Registrar / Admission Officer / Student Records Officer; Open University System Information Officer, Information and Communications Technology Office; Any of requesting office / division
3. Tag the courses to be enrolled and click save and assess Location: sisstudents.pup.edu.ph Notes/Instruction: <i>Tagged the courses to be enrolled for the current semester and click save and assess to generate your enrollment voucher.</i>	3. Assist the program chairs and students	Possible Fees Breakdown: For PBDIT: Tuition fee (per unit): PHP 200 Miscellaneous: PHP 1725 For Master: Tuition Fee (per unit): PHP 750 For Doctoral: Tuition Fee (per unit): PHP 1000	30 minute/s	<ul style="list-style-type: none"> Academic Program Head / Program Chairs / Registrar; Open University System
General Remarks <i>To proceed with online enrollment, all courses/subjects from the previous semester must have an encoded grade.</i>				

Total Processing Time:	Working Days: 1 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Possible Fees For PBDIT: Tuition fee (per unit) : 200 Miscellaneous : 1725 For Master: Tuition Fee (per unit) : 750 For Doctoral: Tuition Fee (per unit) : 1000	

6. Processing of Request for Cross-Enrollment Service

This service enables the student to cross-enroll if the remaining subject/courses to be taken is/are not offered in the PUP Open University System.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Continuing student
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Application for Cross-Enrollment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

Remarks:

downloadable through www.pup.edu.ph/ous/forms

2. Official Receipt

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

Remarks:

Pay the amount of Php 150.00 for the processing fee

For Situational Requirement

A. for Institute of Non-Traditional Study Program and ETEEAP cross-enrollee

A.1. Letter of Intent for Cross-Enrollment

(1) Original Copy

Applicant / Client

Remarks:

letter should be addressed to INE Director with recommendation by Program Chair

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Filled-out the application form Location: downloadable through PUP Website at www.pup.edu.ph/ous/forms Notes/Instruction: <i>Must accomplished the form.</i>	1. The Registrar approves the application for cross-enrollment	Standard Fees Breakdown: Application Fee: PHP 150 <hr/> Total: PHP 150	15 minute/s	<ul style="list-style-type: none"> Registrar; Open University System Chief, Student Records Section; Open University System
2. Pay the application fee Location: PUP Fund Management Office, Landbank, via Online LBP Linkbiz	2. The Fund Management Office accepts the payment	Standard Fees Breakdown: Application Fee: PHP 150 <hr/> Total: PHP 150	1 hour/s	<ul style="list-style-type: none"> Cash Collection Officer, Fund Management Office; Any of requesting office / division Administrative Aide III - IV, Fund Management Office; Any of requesting office / division Cash Collector, Landbank; Any of requesting office / division

<p>3. Proceed to the Graduate School/CBA-Graduate Studies/COED-Graduate Studies/CPSPA Graduate Studies/INE for the acceptance of the cross-enrollment Location: various colleges and department Notes/Instruction: <i>The application form must be signed by the accepting officer.</i></p>	<p>3. Approved and accept the cross-enrollee</p>	<p>None</p>	<p>1 hour/s, 30 minute/s</p>	<ul style="list-style-type: none"> • Dean, Graduate Studies; Any of requesting office / division • Chairperson, Graduate Studies; Any of requesting office / division • Registrar, Graduate Studies; Any of requesting office / division • Director, Institute of Non-Traditional Study Program and ETEEAP;
<p>4. Enrollment of the cross-enrolled courses Location: OUS Program Chair</p>	<p>4. Tagging of the cross-enrolled courses</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> • Program Chair; Open University System • Director, Institute of Non-Traditional Study Program and ETEEAP; Open University System • Academic Program Head, Institute of Non-Traditional Study Program and ETEEAP; Open University System • Administrative Aide III; Open University System
<p>5. Submit the approved cross-enrollment form and receipt Location: OUS Student Services Office</p>	<p>5. Receives the approved cross-enrollment form and receipt for filing</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III - IV; Open University System
Total Processing Time:		Working Days: 3 hour/s, 55 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 300</p>		

7. Processing of Request for Re-Admission (Returning Student) Service

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots. He/she must have complied with all other requirements for re-admission. If re-admitted within two (2) years, returning students shall be allowed to follow their old program of study or curriculum; otherwise they shall follow the curriculum existing at the time of their re-admission. A student returning from leave of absence may be considered for readmission.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Students may be considered for readmission based on their previous academic performance and the availability of slots. To qualify, they must fulfill all other readmission requirements:</p> <p>(1) If a student is readmitted within two (2) years, they may continue following their previous program of study or curriculum.</p> <p>(2) If readmitted after two (2) years, they must adhere to the curriculum in effect at the time of their readmission.</p> <p>(3) Students who have been on an approved leave of absence for more than one academic year may also apply for readmission.</p>
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Application for Readmission

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

Remarks:

downloadable through www.pup.edu.ph/ous/forms.

2. Certificate of Grades

(1) Original Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

Sub Requirement

2.A. Transcript of Records

2.A.1. Latest Copy of Transcript of Records

(1) Original Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

3. Official Receipt

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

Remarks:

To pay Php 200.00 for the processing fee.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Filled-out the application for readmission and submit to the concerned offices for signing of clearance Location: Offices need to be sign the clearance: 1. Library Office 2. Accounting Student Services Office 3. Office of the Student Services 4. Program Chair, Open University System</p>	<p>1. Evaluate the submitted application form for readmission and copy of grades</p>	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Program Chair; Open University System • Administrative Aide III - VI, Director's Office, Library; Any of requesting office / division • Administrative Aide III - VI, Accounting Student Services Office; Any of requesting office / division • Administrative Aide III - VI, Office of the Student Services; Any of requesting office / division

2. Pay the readmission fee Location: PUP Fund Management Office	2. Collects the readmission fee	Standard Fees Breakdown: Readmission fee: PHP 200 <hr/> Total: PHP 200	30 minute/s	• Cash Collection Officer; Open University System
3. Proceed to the Registrar for evaluation and recommendation for Readmission Location: PUP Open University System - Executive Director's Office	3. Evaluates and Recommend or Not Recommend the Readmission of the applicant	None	30 minute/s	• Registrar; Open University System • Chief, Student Records Section; Open University System
4. Proceed to the Executive Director's Office for the final approval of the application for readmission Location: PUP Open University System - Executive Director's Office	4. Sign and approves the application for readmission	None	30 minute/s	• Executive Director; Open University System
5. Submit the approved application for readmission form at the OUS Student Services Office Location: PUP Open University System - Student Services Office	5. Receives the approved application for readmission form and advise the student to proceed with their Program Chair for enrollment	None	20 minute/s	• Registrar; Open University System • Chief, Student Records Section; Open University System • Administrative Aide III - IV; Open University System
Total Processing Time:		Working Days: 3 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 200		

8. Processing of Request for Application for Comprehensive Examination Service

After the completion of the course requirements for a thesis program, the graduate student shall take an integrated comprehensive examination covering all the required and major courses. If a student fails in the examination, he shall take another one and if he fails for the second time, he shall take an additional six (6) units of graduate courses before he can take another examination.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate program student who already finished that academic courses.
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. ODRS Voucher for Application for Comprehensive Examination (1) Original Copy Remarks: apply through the Online Document Request System at odrs.pup.edu.ph/openu	
2. ODRS Voucher Clearance (1) Original Copy Remarks: Must be downloaded through odrs.pup.edu.ph/openu and to be signed by the designated offices.	
3. Official Receipt (1) Original Copy Remarks: to pay Php 150.00 for the application fee.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply online through Online Document Request System Location: https://odrs.pup.edu.ph/openu	1. Monitor the application online	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
2. Pay the application fee Location: PUP Fund Management Office, Landbank, Online via LBP Linkbiz	2. Receives the payment for the application	Standard Fees Breakdown: Application for Comprehensive Examination fee: PHP 150 <hr/> Total: PHP 150	15 minute/s	<ul style="list-style-type: none"> Cash Collection Officer; Open University System
If the student jacket is within Open University System - Student Services Office 3.A.Monitor the request through Online Document Request System Location: Open University System - Student Services Office	3.A. Retrieve the student jacket from the storage area	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III - IV; Open University System
If the student jacket is within OUS Campuses 3.B.Monitor the request through the Online Document Request System Location:	3.B. Retrieve the student jacket from the campus and forward to Open University System - Main office	None	7 working day/s	<ul style="list-style-type: none"> Liason Officer, Pamantasang Bayan; Open University System

OUS Pamantasang Bayan				
4. Submit the online application and upload the proof of payment Location: https://odrs.pup.edu.ph/openu	4.1. Receives the application for comprehensive examination for retrieval of student jacket and forward to posting and evaluation section	None	1 hour/s	• Administrative Aide III; Open University System
	4.2. Updating of the missing grades in the SIS		1 hour/s	• Administrative Aide IV, Posting Section; Open University System
	4.3. Evaluate the requirements and scholastic records in the student jacket		1 hour/s	• Administrative Aide III, Evaluation Section; Open University System
	4.4. Approves the application with complete requirements and notify the students to pay the Php 1,000 comprehensive examination fee		30 minute/s	• Registrar; Open University System • Chief, Student Records Section; Open University System
5. Pay the comprehensive examination fee and upload to the designated google form Location: PUP Fund Management, Landbank, via online LBP Linkbiz	5. Acknowledge the submitted proof of payment and send the schedule of the online examination through their registered email address.	Possible Fees Breakdown: Comprehensive Examination Fee (doctoral: PHP 1300) Comprehensive Examination Fee (masteral: PHP 1000)	5 working day/s	• Chief, Student Records Section; Open University System • Registrar; Open University System • Cash Collection Officer, Fund Management Office; Any of requesting office / division
Total Processing Time:				
*For If the student jacket is within Open University System - Student Services Office	Working Days: 6 working day/s, 4 hour/s, 15 minute/s			
*For If the student jacket is within OUS Campuses	Working Days: 12 working day/s, 4 hour/s, 15 minute/s			
Total Processing Fee:				
*For If the student jacket is within Open University System - Student Services Office	Total Standard Fee: PHP 150 See other fees below			
*For If the student jacket is within OUS Campuses	Total Standard Fee: PHP 150 See other fees below			
Possible Fees Comprehensive Examination Fee (doctoral : 1300) Comprehensive Examination Fee (masteral : 1000)				

9. Processing of Request for Application for Graduation Service Through Student Information System (SIS)

A student who has already completed all the academic requirements and other requirements prescribed by the Open University System, met the minimum 1-year residence and cleared of all the accountabilities shall submit their application for graduation.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduating Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for Graduation (1) Original Copy Or (1) Electronic Copy Remarks: Must be applied through Student Information System at sisstudents.pup.edu.ph				
Agency - Division: Polytechnic University of the Philippines - Open University System				
For Situational Requirement				
A. If paying or not covered by RA 10931 (Universal Access to Quality Tertiary Act of 2017) A.1. Application for Graduation Official Receipt (1) Original Copy Agency - Division: Polytechnic University of the Philippines - Fund Management Office				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Open SIS Account, click grades and open curriculum evaluation. Click application for graduation and fill out the online application form promptly. Location: sisstudents.pup.edu.ph Notes/Instruction: <i>If not covered by RA 10931 otherwise known as Universal Access to Quality Tertiary Act of 2017 and second and succeeding applications for graduation, pay application for graduation fee at Fund Management Office or through Link.Biz portal.</i>	1. Monitor the online application Possible Fees Breakdown: Application for Graduation fee: PHP 150		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III - IV; Open University System
2. Check and monitor online application in SIS account Location: PUP Website: sisstudents.pup.edu.ph	2.1. Print accomplished application for graduation and endorse for retrieval of student jacket 2.2. Proceed to first evaluation of non-academic and academic requirements	None	8 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.3. Notify students with the result of initial evaluation through Student Information System (SIS)		7 working day/s	<ul style="list-style-type: none"> Administrative Aide III, Evaluation Section; Open University System
			30 minute/s	<ul style="list-style-type: none"> Administrative Aide III, Evaluation Section; Open University System
If with lacking of non-academic and academic requirements	3.A.1. Receive the lacking non-academic and academic requirements and clear the deficiencies in first evaluation	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide III, Evaluation

<p>3.A.Download the first evaluation result and comply with the necessary lacking documents Location: PUP Open University System - Student Services Office</p>				Section; Open University System
	3.A.2. Forward to the Registrar for final approval of the application		30 minute/s	• Administrative Aide III, Evaluation Section; Open University System
	3.A.3. Approves the application based on the initial evaluation		7 working day/s	• Registrar; Open University System • Chief, Student Records Section; Open University System
<p>if complete in non-academic and academic requirements 3.B.Check the first evaluation result and wait to be forwarded in the final evaluation Location: PUP website: sisstudents.pup.edu.ph</p>	3.B.1. Forward the student jacket to Registrar for the approval of the application	None	7 working day/s	• Administrative Aide III, Evaluation Section; Open University System
	3.B.2. Approves the application for graduation based on the initial evaluation		1 hour/s	• Registrar; Open University System
4. Check and monitor online application for graduation in SIS Location: PUP Website: sisstudents.pup.edu.ph Notes/Instruction: <i>wait for the announcement of printing of Certificate of Candidacy.</i>	4. Announce the schedule of downloading and printing of the Certificate of Candidacy	None	1 hour/s	• Registrar; Open University System
Total Processing Time:				
*For If with lacking of non-academic and academic requirements	Working Days: 15 working day/s			
*For if complete in non-academic and academic requirements	Working Days: 15 working day/s			
Total Processing Fee:				
*For If with lacking of non-academic and academic requirements	<p>Total Standard Fee: None See other fees below</p>			
*For if complete in non-academic and academic requirements	<p>Total Standard Fee: None See other fees below</p>			
Possible Fees Application for Graduation fee : 150				

10. Processing of Request for Application for Graduation Service Through Online Document Request System (ODRS).

All graduate students, irregular undergraduate students, and NON-SIS students who were unable to apply through the Student Information System (SIS) may submit their graduation application through the Online Document Request System (ODRS).

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate program and irregular students
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. ODRS Voucher for Application for Graduation (1) Original Copy Or (1) Electronic Copy Remarks: apply online through the Online Document Request System at odrs.pup.edu.ph/openu	
2. Official Receipt (1) Original Copy Or (1) Electronic Copy Remarks: to pay Php 150.00 for the application fee	
3. ODRS Voucher Clearance (1) Original Copy Or (1) Electronic Copy Remarks: downloadable through the Online Document Request System and must be signed by the designated office.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply for the application for graduation through the Online Document Request System Location: Online Document Request System (https://odrs.pup.edu.ph/openu) Notes/Instruction: <i>For those applicants who were irregular not able to apply through SIS and non-SIS graduating students</i>	1. Monitor the online application	Possible Fees Breakdown: Application for Graduation fee: PHP 150	30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
2. Pay the application for graduation fee Location: PUP Fund Management Office, Landbank, via online LBP Linkbiz	2. Collects the payment for crediting in the ODRS	Standard Fees Breakdown: Application for Graduation fee: PHP 150 <hr/> Total: PHP 150	1 working day/s	<ul style="list-style-type: none"> Cash Collection Officer, Fund Management Office; Any of requesting office / division
3. Submit the paid application online and monitor your ODRS account for the evaluation result Location: through Online Document Request System at odrs.pup.edu.ph/openu	3.1. Print the ODRS voucher and retrieve the student jacket	None	2 working day/s	<ul style="list-style-type: none"> Administrative Aide III, Records Retrieval Section; Open University System

	3.2. Proceed to first evaluation of non-academic and academic requirements		7 working day/s	• Administrative Aide III, Evaluation Section; Open University System				
	3.3. Notify students with the result of initial evaluation through Online Document Request System		45 minute/s	• Administrative Aide III, Evaluation Section; Open University System				
If with lacking of non-academic and academic requirements 4.A.Access the ODRS account and comply with the necessary lacking documents Location: PUP website through Online Document Request System at odrs.pup.edu.ph/openu	4.A.1. Receive the lacking non-academic and academic requirements and clear the deficiencies in the first evaluation	None	30 minute/s	• Administrative Aide III, Evaluation Section; Open University System				
	4.A.2. Forward to Registrar for the final approval of the application		30 minute/s	• Administrative Aide III, Evaluation Section; Open University System				
	4.A.3. Approves the application based on the initial evaluation		7 working day/s	• Registrar; Open University System				
if complete in non-academic and academic requirements 4.B.Check the first evaluation result and wait to be forwarded in the final evaluation Location: PUP Website through Online Document Request System at odrs.pup.edu.ph/openu	4.B.1. Forward the student jacket to Registrar for the approval of application	None	7 working day/s	• Administrative Aide III, Evaluation Section; Open University System				
	4.B.2. Approves the application for graduation based on the initial evaluation		1 hour/s	• Registrar; Open University System				
5. Monitor the approval of the application through Online Document Request System and pay the graduation fees Location: PUP Website: https://odrs.pup.edu.ph/openu PUP Fund Management Office	5. Inform the graduating students of their payment and provide the link to access the Certificate of Candidacy	Standard Fees Breakdown: Graduation Fee: PHP 600 Diploma fee: PHP 200 Transcript of Records per page: PHP 200 Certificate of Graduation: PHP 150 Documentary Stamp: PHP 90 Alumni fee: PHP 500 <hr/> Total: PHP 1740	30 minute/s	• Registrar; Open University System				
Total Processing Time:								
*For If with lacking of non-academic and academic requirements	Working Days: 17 working day/s, 2 hour/s, 45 minute/s							
*For if complete in non-academic and academic requirements	Working Days: 17 working day/s, 2 hour/s, 45 minute/s							
Total Processing Fee:								
*For If with lacking of non-academic and academic requirements	Total Standard Fee: PHP 1890 See other fees below							
*For if complete in non-academic and academic requirements	Total Standard Fee: PHP 1890 See other fees below							
Possible Fees								
Application for Graduation fee : 150								

11. Processing of Request for Application for Shifting and Change of Course Curriculum Service

This service allows the student to shift from one program/course to another and from one Pamantasang Bayan to another provided a valid reason is indicated in their letter to the Executive Director of the Open University System through the Director of Institute of Open and Distance Education and Program Chairperson.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Continuing student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Application for Shifting and Change of Curriculum (1) Original Copy And (1) Photo Copy							
Agency - Division: Polytechnic University of the Philippines - Open University System							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Filled-out the Application for Shifting and Change of Curriculum form with Informative Copy of Grades/Certificate of Grades Location: PUP Open University System Notes/Instruction: <i>Must have a complete requirements before processing of the application</i>	1.1. The Program Chair will sign the release form 1.2. The Institute Director will approved the release form	None	30 minute/s 30 minute/s	<ul style="list-style-type: none"> • Program Chair; Open University System • Institute Director; Open University System 			
2. Proceed to the Program Chair of the new chosen program Location: PUP Open University System	2.1. The Program Chair will assess the student records before signing the acceptance form 2.2. The Program Chair will endorse to the Executive Director for the approval	None	10 minute/s 30 minute/s 30 minute/s	<ul style="list-style-type: none"> • Program Chair; Open University System • Program Chair; Open University System • Executive Director; Open University System 			
3. Pay the application fee Location: PUP Fund Management Office	3. Collects the payment	Standard Fees Breakdown: Shifting and Change of Curriculum fee: PHP 150 Total: PHP 150	45 minute/s	<ul style="list-style-type: none"> • Cash Collection Officer; Open University System 			
4. Submit to the OUS Student Services Office for the updating of new program in the SIS Location: PUP Open University System - Student Services Office	4.1. The OUS Student Services Office will receive the form and update the course and curriculum year in the Student Information System	None	30 minute/s	<ul style="list-style-type: none"> • Chief, Student Records Section; Open University System • Administrative Aide III; Open University System 			

	4.2. Advise the student to proceed to the Program Chair for the enrollment		30 minute/s	• Administrative Aide III; Open University System
Total Processing Time:	Working Days: 3 hour/s, 55 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

12. Processing of Request for Transfer of Credit/s Service

This service allows the student to credit courses provided that the following conditions are met.

- Transfer students must complete the process for the transfer of credits within the semester of their first enrollment. All subjects and units taken from any SUC and private institutions for which transfer of credit are being sought should have been taken within five years from the time of application of accreditation.
- Courses credited should not exceed 30% of the total number of units required for the PUP Open University System program.
- Subjects taken within PUP System regardless of year shall be credited 100% to PUP Open University System program.
- Associate/Diploma courses taken from any SUC and private institutions, are not eligible for transfer of credit except for NSTP and PE courses can be credited regardless of school year taken.
- A student may opt to enroll in the subject and request for a validation. A validation examination will be given after enrolment, and if the student passes the test, the subject is credited.
- National Service Training Program courses and PE are mandatory courses to be credited regardless of year.

Office or Division:	Open University System			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	New and Continuing student			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Application for Transfer of Credit/s (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Open University System			
Remarks: downloadable through the PUP Website at www.pup.edu.ph/ous/forms				
2. Official Receipt for Transfer of Credit/s fee (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Open University System			
3. Transcript of Records from the last school attended with remarks "COPY FOR PUP OPEN UNIVERSITY SYSTEM" (1) Photo Copy	Agency - Division: Commission on Higher Education - Registrar's Office			
Remarks: The original Transcript of Records with remarks "Copy for PUP OPEN UNIVERSITY SYSTEM" must be submitted to the OUS Student Services Office before the end of the first semester.				
4. Certificate of Course Description from previous school (1) Original Copy And (1) Photo Copy	Agency - Division: Commission on Higher Education - Registrar's Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Print and accomplish the application for transfer of credits Location: PUP Website: www.pup.edu.ph/ous/forms Notes/Instruction: <i>Must attach the copy of the Transcript of Records (TOR) to each transfer of credit/s form</i>	1. Review the documents and advise the students to proceed to the respective college for the course to be credited	None	30 minute/s	<ul style="list-style-type: none"> Program Chair; Open University System
2. Proceed to the respective College for the recommendation of transfer of credit by the Dean or the Chairperson. Location: Polytechnic University of the Philippines Notes/Instruction:	2.1. Review the application form for the approval of credit transfer	None	1 working day/s	<ul style="list-style-type: none"> Dean or Chairperson, specific College; Any of requesting office / division

<i>The form should be signed by the Chairperson or Dean of the College.</i>	2.2. Approves the application for transfer of credit		15 minute/s	• Dean or Chairperson; Any of requesting office / division
3. Proceed to the Accounting Office - Student Services for the assessment of the credit transfer Location: PUP Accounting Office - Student Services Section	3. Assess the credit transfer	Possible Fees Breakdown: Transfer of Credit fee per course: PHP 150	30 minute/s	• Administrative Aide III - VI; Any of requesting office / division
4. Pay the application for transfer of credit based on the assessment Location: PUP Fund Management Office	4. Collects the payment for transfer of credit	Standard Fees Breakdown: Transfer of Credit fee per course: PHP 150 <hr/> Total: PHP 150	45 minute/s	• Cash Collection Officer, Fund Management Office; Any of requesting office / division
5. Submit the approved transfer of credit including the attachments Location: PUP Open University System - Student Services Office	5.1. Receive the submitted approved transfer of credit form 5.2. Review and verify the courses credited before tagging to Student Information System	None	15 minute/s 3 working day/s	• Administrative Aide III - IV; Open University System • Administrative Aide III - IV; Open University System
Total Processing Time:		Working Days: 4 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 150 See other fees below		
Possible Fees Transfer of Credit fee per course : 150				

13. Processing of Request for Correction of Entry and Completion of Incomplete Grade Service

This service allows the student to apply for change of grades for the following reasons:

1. An "INC" (Incomplete) mark indicates that the student has not completed all course requirements. If the INC remarks has not exceeded within one (1) year.
2. Error in the entry of grades in SIS such as (Withdrawn or -not set)

Office or Division:	Open University System						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Continuing student						
Operating Hours:	8:00 AM - 5:00 PM						
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
For Standard Requirement							
1. Application for Completion Form (1) Original Copy And (1) Photo Copy		Agency - Division: Polytechnic University of the Philippines - Open University System					
Remarks: downloadable through PUP Website at www.pup.edu.ph/ous/forms							
For Situational Requirement							
A. If the faculty has inadvertently given a "withdrawn" or 5.00 marks to the student							
A.1. Affidavit of correction of entry for withdrawn or 5.00 remarks (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - University Legal Office					
A.2. Course Specialist class record (1) Certified True Copy		Agency - Division: Polytechnic University of the Philippines - various colleges					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Accomplished the Application for Completion form and pay the completion fee Location: www.pup.edu.ph/ous/forms	1. Collects the payment	Standard Fees Breakdown: Completion fee: PHP 150 <hr/> Total: PHP 150	45 minute/s	<ul style="list-style-type: none"> • Cash Collection Officer, Fund Management Office; Any of requesting office / division 			
2. Submit the accomplished completion form to the concerned course specialist Location: PUP Open University System Notes/Instruction: <i>If the course specialist inadvertently entered the grades as 5.00 and "Withdrawn," please attach the affidavit for correction of the entry, along with a copy of the class record.</i>	2.1. Receive the completion form and verify if the student has complied with the course requirements 2.2. Affix the grades and signature for the approval of the completion form	None	3 working day/s	<ul style="list-style-type: none"> • Course Specialist; Open University System 			
3. Receive the signed completion form and submit to the OUS Student Services Office Location: PUP Open University System	3.1. Receives the completion form	None	30 minute/s	<ul style="list-style-type: none"> • Course Specialist; Open University System 			
			15 minute/s	<ul style="list-style-type: none"> • Administrative Aide III - IV; Open University System 			

	3.2. Review the completion form before tagging in the Student Information System		1 working day/s	• Administrative Aide IV, Posting Section; Open University System
Total Processing Time:	Working Days: 4 working day/s, 1 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

14. Processing of Request for the Correction and Updating of Student Information System (SIS) Profile Service

This service allows students to request corrections or updates to their personal and academic records in the Student Information System. It ensures the accuracy and integrity of the student data, including name corrections, contact details and other essential information.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	New and Continuing student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent for correction/update of name addressed to OUS Registrar (1) Original Copy	Applicant / Client
2. PSA Birth Certificate (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Civil Registration Services Division
3. Transcript of Records / Form 137-A from your last school attended (1) Original Copy Or (1) Photo Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM
4. Official Receipt (1) Original Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM

For Situational Requirement	
A. For female student who opts to use her husband's surname	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Download, print and accomplished the application form for Correction and Updating of SIS Profile . Location: www.pup.edu.ph/ous/forms</p> <p>Notes/Instruction:</p> <p>1. To be filled-up and submit at the OUS Registrar's Office together with the following requirements:</p> <p>Letter of intent for correction/updating of Student profile addressed to OUS Registrar.</p> <p>2. PSA Birth Certificate</p> <p>3. PSA Marriage Certificate (for female student who opts to use her husband's surname)</p> <p>4. Official Receipt</p>	<p>1. Receive and verify the accomplished form with the required documents and forward to the posting section</p>	<p>Standard Fees Breakdown: Processing fee: PHP 150 <hr/>Total: PHP 150</p>	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III, Frontline Section; Open University System Administrative Aide IV, Posting Section; Open University System
<p>2. Submit the accomplished form and attached the required documents Location: www.pup.edu.ph/ous/forms</p> <p>Notes/Instruction:</p>	<p>2. Tag and update the requested change/s in the Student Information System</p>	None	1 working day/s	<ul style="list-style-type: none"> Administrative Aide III / Administrative Aide IV; Open University System

<i>After submission of the accomplished form together with the requirements, monitor your Student Information System.</i>				
Total Processing Time:	Working Days: 2 working day/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

15. Processing of Request for Informative Copy of Grades (ICG)

This service provides the applicant to apply for Informative Copy of Grades.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Former, returnee and Continuing student
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. ODRS Voucher for Informative Copy of Grades

(1) Electronic Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM

Remarks:

Visit the <http://odrs.pup.edu.ph/openu>

2. Official Receipt

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines / Landbank of the Philippines - Fund Management Office / via online banking / via LBP Linkbiz

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply the Informative Copy of Grades through the Online Document Request System Location: PUP Website: https://odrs.pup.edu.ph	1.1. Receives the payment	Standard Fees Breakdown: Certification: PHP 150 Documentary Stamp: PHP 30 <hr/> Total: PHP 180	30 minute/s	<ul style="list-style-type: none"> Cash Collection Officer, Fund Management Office; Any of requesting office / division
	1.2. Receives the application for informative copy of grades and retrieve the student jacket		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	1.3. Forward the student jacket to Encoding Section for the preparation of the request		1 working day/s	<ul style="list-style-type: none"> Administrative Aide III - IV; Open University System
	1.4. Print and affix the electronic signature of the Registrar		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	1.5. Send the signed copy of the informative copy of grades to the student via email		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
2. Monitor the ODRS for the status of the request Location: PUP Website: https://odrs.pup.edu.ph/openu	2. Notify the student regarding the release of their request	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 180			

16. Processing of Request for Credentials Service (Transcript of Records – First Copy of New Graduates, Non-Graduates and Non-SIS students or Manual)

Process requests for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grades given by course faculty with the signature of the OUS Executive Director and counter signed by a student record staff.

Office or Division:	Open University System	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Alumni, former and Continuing student	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Standard Requirement		
1. ODRS Application Voucher (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM	
Remarks: https://odrs.pup.edu.ph/openu		
2. General Clearance (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - ACCOUNTING STUDENT SERVICES, LIBRARY AND OFFICE OF STUDENT SERVICES	
Remarks: https://odrs.pup.edu.ph/openu		
3. Certificate of Candidacy (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM	
Remarks: For regular undergraduate program students: Student Information System (sisstudents.pup.edu.ph) / for irregular and graduate program students: institutionalized Google form		
4. Certificate of Conferment of Degree (Dummy diploma) (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM	
Remarks: to be uploaded to: https://odrs.pup.edu.ph/openu		
5. 2x2 picture in prescribed Academic Gown (Toga) (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - RESOURCE GENERATION OFFICE	
Remarks: to be uploaded to: https://odrs.pup.edu.ph/openu		
6. Official Receipt (documentary stamp fee) (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM	
Remarks: to be uploaded to: https://odrs.pup.edu.ph/openu		
For Situational Requirement		
A. For Graduate Program		
A.1. Certificate of Dissertation/Thesis Compliance (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM - CENTER FOR RESEARCH AND EXTENSION	
Remarks: to be uploaded to: https://odrs.pup.edu.ph/openu		

A.2. Official Receipt (Graduation and diploma fee, TOR and Certificate fee, and Documentary stamp fee)
 (1) Electronic Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - FUND MANAGEMENT OFFICE

Remarks:

to be uploaded to: <https://odrs.pup.edu.ph/openu>

A.3. Certificate of Copyright

(1) Original Copy And (1) Electronic Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - INTELLECTUAL PROPERTY MANAGEMENT OFFICE

B. Upon claiming of document/s

B.1. representative (related and non-related)

Any of the following:

B.1.A. Special Power of Attorney (non related to client)
 (1) Original Copy

Applicant / Client

B.1.B. Authorization Letter (related to client)
 (1) Original Copy

Applicant / Client

B.2. Valid Identification Card of representative

List of Acceptable Government-Issued Identification Cards (IDs) / Documents

1. e-Card / UMID
2. Employee's ID / Office Id
3. Driver's License*
4. Professional Regulation Commission (PRC) ID *
5. Passport *
6. Senior Citizen ID
7. SSS ID
8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
10. NBI Clearance *
11. Integrated Bar of the Philippines (IBP) ID
12. Firearms License *
13. AFPSLAI ID *
14. PVAO ID
15. AFP Beneficiary ID
16. BIR (TIN)
17. Pag-ibig ID
18. Person's With Disability (PWD) ID
19. Solo Parent ID
20. Pantawid Pamilya Pilipino Program (4Ps) ID *
21. Barangay ID *
22. Philippine Postal ID *
23. Phil-health ID
24. School ID **
25. Other valid government-issued IDs or
26. Documents with picture and signature

* Within its validity period

** Private / government school

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

<p>1. Apply (1st copy) Transcript of Records + Certificate through Online Document Request System (ODRS) Location: https://odrs.pup.edu.ph/openu</p>	<p>1.1. Accepts payment and issues official receipt.</p> <p>1.2. Receives payment report from LBP and uploads the reported payment in the ODRS</p>	<p>Standard Fees Breakdown: Documentary Stamp fee: PHP 90 Transcript of Record fee (for Post Baccalaureate and graduate programs): PHP 250 Certificate of Graduation fee (for Post Baccalaureate and graduate programs): PHP 150 Diploma fee: PHP 200 Graduation fee: PHP 600 <hr/>Total: PHP 1290</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> Cash Collecting Officer; Any of requesting office / division
	<p>2.1. Receive the request and retrieve the student jacket</p> <p>2.2. Forward to the encoding section for the preparation of the requested document</p> <p>2.3. Prepares the requested document and forward to the checking section</p> <p>2.4. Checks the draft request and return to the encoding section for finalization of the request</p> <p>2.5. Print the final copy and forward to the Registrar for signature</p> <p>2.6. The Registrar will sign the request and forward to the Executive Director for final signature</p> <p>2.7. Sign the final copy of the request</p>	None	<p>2 working day/s</p> <p>3 working day/s</p> <p>5 working day/s</p> <p>2 working day/s</p> <p>2 working day/s</p> <p>1 working day/s</p> <p>1 working day/s</p>	<ul style="list-style-type: none"> Administrative Aide III; Open University System Administrative Aide III, Encoding Section; Open University System Administrative Aide III; Open University System Administrative Aide III; Open University System Administrative Aide III; Open University System Administrative Aide III - IV; Open University System Executive Director; Open University System
<p>3. Monitor the Online Document Request System for the status of the request Location: PUP Website: https://odrs.pup.edu.ph</p>	<p>3.1. Tag the requested document as ready for pick-up</p>	None	<p>30 minute/s</p>	<ul style="list-style-type: none"> Administrative Aide III - IV; Open University System
	<p>3.2. Notify the student of the status of the request</p>		<p>30 minute/s</p>	<ul style="list-style-type: none"> Administrative Aide III; Open University System
<p>4. Claim the requested document Location: PUP Open University System - Student Services Office Notes/Instruction: For Immediate Family Member: <i>"If the claimant is an immediate family member, kindly attach the ODRS voucher along with the authorization letter and a valid ID."</i> For Non-Immediate Family Member:</p>	<p>4. Release the requested document</p>	None	<p>1 hour/s</p>	<ul style="list-style-type: none"> Administrative Aide III; Open University System

<p><i>"If the claimant is a non-immediate family member, please attach the ODRS voucher, Special Power of Attorney (SPA), and a valid ID."</i></p>			
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:	<p>Total Standard Fee: PHP 1290</p>		

17. Processing of Request for Credentials Service (Certifications)

This service provides assistance in processing requests for various certifications from the Registrar's Office of the PUP Open University System. It includes the issuance of official academic documents such as transcripts, diplomas, certificates of enrollment, and other related credentials. All requests are handled with efficiency, ensuring the timely release of requested documents in accordance with university policies and procedures.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Alumni, former, returnee and Continuing students
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. ODRS Voucher for requested Certification (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Open University System Remarks: downloadable through the PUP Online Document Request System at odrs.pup.edu.ph/openu			
2. 1 pc. 2x2 picture in formal attire with white background (1) Original Copy Or (1) Electronic Copy	Applicant / Client			
3. Official Receipt (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines / Landbank of the Philippines - Fund Management Office / LBP Cashier Remarks: Can be obtained at the PUP Fund Management Office and/or the Landbank of the Philippines			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply the certification online through the Online Document Request System and pay the fee Location: <ul style="list-style-type: none">• PUP Website: https://odrs.pup.edu.ph/openu/• PUP Fund Management Office• Landbank of the Philippines• via online payment through Landbank Linkbiz Notes/Instruction: <i>All requirements should be uploaded at the Online Document Request System</i>	1. Accepts the payment and issues official receipt	Standard Fees Breakdown: Certification per request: PHP 150 Documentary Stamp: PHP 30 <hr/> Total: PHP 180	1 working day/s	<ul style="list-style-type: none"> • Cash Collection Officer, PUP Fund Management Office; Any of requesting office / division • Cash Collection Officer, Landbank of the Philippines; Any of requesting office / division • via ONLINE through Landbank Linkbiz; Any of requesting office / division
2. Monitor the status of the request in the Online Document Request System Location: PUP Website: https://odrs.pup.edu.ph/openu	2.1. Receive the request and retrieve the student jacket	None	2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Open University System
	2.2. Forward to the encoding section for the preparation of the requested document		1 working day/s	<ul style="list-style-type: none"> • Administrative Aide III, Encoding Section; Open University System

	2.3. Encodes the requested and forward to the checking section		1 working day/s	• Administrative Aide III; Open University System
	2.4. Checks the draft request and return to the encoding section for finalization of the request		1 hour/s	• Administrative Aide III; Open University System
	2.5. Print the final copy and forward to the Registrar for signature		30 minute/s	• Administrative Aide III; Open University System
	2.6. Sign the final copy and forward to the releasing section		30 minute/s	• Registrar; Open University System
	2.7. Tag the requested document as ready for pick-up		30 minute/s	• Administrative Aide III - IV; Open University System
	2.8. Notify the student of the status of the request		30 minute/s	• Administrative Aide III - IV; Open University System
3. Claim the requested document Location: PUP Open University System - Student Services Office Notes/Instruction: For Immediate Family Member: <i>"If the claimant is an immediate family member, kindly attach the ODRS voucher along with the authorization letter and a valid ID."</i> For Non-Immediate Family Member: <i>"If the claimant is a non-immediate family member, please attach the ODRS voucher, Special Power of Attorney (SPA), and a valid ID."</i>	3. Release the requested document	None	1 hour/s	• Administrative Aide III - IV; Open University System
Total Processing Time:	Working Days: 5 working day/s, 4 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 180			

18. Processing of Request for Credentials Service (Certification, Authentication, Verification (CAV/APOSTILLE))

This service facilitates the certification, authentication, and verification (CAV) of student records for submission to the Department of Foreign Affairs (DFA) and the Commission on Higher Education (CHED). It ensures that academic credentials are properly authenticated for international use, including employment, further studies, or immigration purposes.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Alumni, former and current students
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. ODRS Voucher for CAV (CHED/DFA) (1) Original Copy Or (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Open University System
Remarks:	
1. Must request the document through the Online Document Request System at https://odrs.pup.edu.ph/openu . 2. Signed General clearance by the concerned offices.	
2. 2x2 picture in formal attire with white background (1) Electronic Copy	Applicant / Client
Remarks:	
Must be uploaded in the Online Document Request System at odrs.pup.edu.ph/openu	
3. Transcript of Records from Open University System (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Open University System
Remarks:	
Must upload the scanned copy of the Transcript of Records and Diploma (if graduated).	
For Situational Requirement	
A. Upon claiming of the document/s	
Sub Situational Requirements	
A.a. For immediate family member:	
A.a.1. Authorization Letter with valid ID (1) Original Copy And (1) Photo Copy	Applicant / Client
A.b. For non-immediate family member:	
A.b.1. Special Power of Attorney (SPA) with valid ID (1) Original Copy And (1) Photo Copy	Applicant / Client
B. if already graduate	
B.1. Diploma issued by Open University System (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Open University System
Remarks:	
Must upload the Diploma together with the Transcript of Records issued by OUS Student Services Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Apply the CAV online through the Online Document Request System and pay the fee Location:</p> <ul style="list-style-type: none"> PUP Website: https://odrs.pup.edu.ph/openu PUP Fund Management Office Landbank of the Philippines via online payment through Landbank Linkbiz <p>Notes/Instruction: <i>All requirements should be uploaded in the Online Document Request System</i></p>	1. Accepts the payment and issues the official receipt	Possible Fees Breakdown: CAV (CHED) for undergraduate: PHP 420 CAV (CHED) for graduate: PHP 620 CAV (DFA) for undergraduate: PHP 620 CAV (DFA) for graduate: PHP 920 Documentary stamp: PHP 30	3 working day/s	<ul style="list-style-type: none"> Cash Collection Officer, PUP Fund Management Office; Any of requesting office / division Cash Collection Officer, Landbank of the Philippines; Any of requesting office / division via ONLINE through Landbank Linkbiz; Any of requesting office / division
<p>2. Monitor the status of the request in the Online Document Request System Location: PUP Website: https://odrs.pup.edu.ph/openu</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>All requirements must be uploaded in the Online Document Request System (ODRS)</i> 	2.1. Receive the request and retrieve the student jacket	None	2 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.2. Forward to the encoding section for the preparation of the requested document		1 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.3. Encodes the requested document and forward to the checking section		1 working day/s	<ul style="list-style-type: none"> Administrative Aide III, Encoding Section; Open University System
	2.4. Checks the draft request and return to the encoding section for finalization of the requested document		1 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.5. Print the final copy and forward to the Registrar for signature		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.6. Sign the final copy and forward to the Executive Director for final signature		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.7. Tag the requested document as ready for pick-up		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
	2.8. Notify the student of the status of the request		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Open University System
<p>3. Claim the requested document Location: PUP Open University System - Student Services Office</p> <p>Notes/Instruction:</p> <p>For Immediate Family Member: <i>"If the claimant is an immediate family member, kindly attach the ODRS voucher along with the authorization letter and a valid ID."</i></p> <p>For Non-Immediate Family Member: <i>"If the claimant is a non-immediate family member, please attach the ODRS voucher, Special Power of Attorney (SPA), and a valid ID."</i></p>	3. Release the requested document	None	1 hour/s	<ul style="list-style-type: none"> Administrative III - IV; Open University System

List of Acceptable Government-Issued Identification Cards (IDs) / Documents

1. e-Card / UMID
2. Employee's ID / Office Id
3. Driver's License*
4. Professional Regulation Commission (PRC) ID *
5. Passport *
6. Senior Citizen ID
7. SSS ID
8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
10. NBI Clearance *
11. Integrated Bar of the Philippines (IBP) ID
12. Firearms License *
13. AFP SLA/ ID *
14. PVAO ID
15. AFP Beneficiary ID
16. BIR (TIN)
17. Pag-ibig ID
18. Person's With Disability (PWD) ID
19. Solo Parent ID
20. Pantawid Pamilya Pilipino Program (4Ps) ID *
21. Barangay ID *
22. Philippine Postal ID *
23. Phil-health ID
24. School ID **
25. Other valid government-issued IDs or
26. Documents with picture and signature
* Within its validity period
** Private / government school

Total Processing Time:

Working Days: 7 working day/s, 4 hour/s

Total Processing Fee:

Total Standard Fee: None

See other fees below

Possible Fees

CAV (CHED) for undergraduate : 420
 CAV (CHED) for graduate : 620
 CAV (DFA) for undergraduate : 620
 CAV (DFA) for graduate : 920
 Documentary stamp : 30

19. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal Service

This service allows the student to request for certificate of transfer credential who voluntarily withdraws from the University for purposes of transferring to another school.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	student who plan to transfer
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. ODRS voucher for Certificate of Transfer Credentials/Honorable Dismissal

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

Remarks:

downloadable through the PUP Online Document Request System at
odrs.pup.edu.ph/openu

Sub Requirement

1.A.1. Signed General Clearance by the concerned offices (ODRS VOUCHER)

(1) Original Copy And (1) Electronic Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM

Remarks:

Through the Online Document Request System at
<https://odrs.pup.edu.ph/openu>

2. Request Letter from transferring school (if any)

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

3. Official Receipt

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines / Landbank of the Philippines - Fund Management Office / Landbank Cashier / LBP Linkbiz

Remarks:

All request must be paid before processing of the document.

4. 2x2 picture in formal attire and white background

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Apply the certification online through the Online Document Request System and pay the fee Location:</p> <ul style="list-style-type: none"> • PUP Website: https://odrs.pup.edu.ph/openu • PUP Fund Management Office • Landbank of the Philippines • via ONLINE payment through Landbank Linkbiz <p>Notes/Instruction: <i>All required documents must be uploaded in the Online Document Request System (ODRS).</i></p>	<p>1. Accepts the payment and issues the official receipt</p>	<p>Standard Fees Breakdown: Certificate of Transfer Credentials fee: PHP 150 Documentary Stamp: PHP 30</p> <hr/> <p>Total: PHP 180</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> • Cash Collection Officer, PUP Fund Management Office; Any of requesting office / division • Cash Collection Officer, Landbank of the Philippines; Any of requesting office / division • via ONLINE through Landbank Linkbiz; Any of requesting office / division
<p>2. Accomplish the General Clearance to be sign by the concerned offices and submit to the Registrar's Office through the Online Document Request System Location:</p>	<p>2. Sign the general clearance and submit through the Online Document Request System</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Director, Library and Learning Resources Center;

1. Ninoy Aquino Library and Learning Resources Center 2. Accounting - Student Services Office 3. Office of the Student Services				Any of requesting office / division • Chief, Accounting-Student Services Office; Any of requesting office / division • Director, Office of the Student Services; Any of requesting office / division
3. Monitor the status of the request in the Online Document Request System Location: PUP Website: https://odrs.pup.edu.ph/openu Notes/Instruction: <i>Payment must be credited in the system before processing of the document requested.</i>	3.1. Receive the request and retrieve the student jacket	None	1 working day/s	• Administrative Aide III; Open University System
	3.2. Retrieve the student jacket for review and prepare the Certificate of Transfer Credentials/Honorable Dismissal for signature		2 working day/s	• Administrative Aide III; Open University System
	3.3. Forward the Certificate of Transfer Credentials/Honorable Dismissal to the Registrar for signature		30 minute/s	• Administrative Aide III; Open University System
	3.4. Sign the Certificate of Transfer Credentials/Honorable Dismissal and forward to the releasing section		30 minute/s	• Registrar; Open University System
	3.5. Tag the requested document as ready for pick-up		30 minute/s	• Administrative Aide III; Open University System
	3.6. Notify the student of the status of the request		30 minute/s	• Administrative Aide III;
4. Claim the requested document Location: PUP Open University System - Student Services Office Notes/Instruction: For Immediate Family Member: <i>"If the claimant is an immediate family member, kindly attach the ODRS voucher along with the authorization letter and a valid ID."</i> For Non-Immediate Family Member: <i>"If the claimant is a non-immediate family member, please attach the ODRS voucher, Special Power of Attorney (SPA), and a valid ID."</i> List of Acceptable Government-Issued Identification Cards (IDs) / Documents	4. Release the requested document	None	1 hour/s	• Administrative Aide III - IV; Open University System
<p>1. e-Card / UMID 2. Employee's ID / Office Id 3. Driver's License* 4. Professional Regulation Commission (PRC) ID * 5. Passport * 6. Senior Citizen ID 7. SSS ID 8. COMELEC / Voter's ID / COMELEC Registration Form 9. Philippine Identification (PhilID / ePhilID) 10. NBI Clearance * 11. Integrated Bar of the Philippines (IBP) ID 12. Firearms License * 13. AFPSLA/ ID *</p>				

- 14. PVAO ID
- 15. AFP Beneficiary ID
- 16. BIR (TIN)
- 17. Pag-ibig ID
- 18. Person's With Disability (PWD) ID
- 19. Solo Parent ID
- 20. Pantawid Pamilya Pilipino Program (4Ps) ID *
- 21. Barangay ID *
- 22. Philippine Postal ID *
- 23. Phil-health ID
- 24. School ID **
- 25. Other valid government-issued IDs or
- 26. Documents with picture and signature

* Within its validity period

** Private / government school

Total Processing Time:

Working Days: 7 working day/s, 3 hour/s

Total Processing Fee:

Total Standard Fee:

PHP 180

20. Processing of Request for Leave of Absence Service

A student intend to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the College Dean concerned for approval, stating the reason for leave. If the leave exceeds one academic year, he/she shall lose status as a student in residence

Office or Division:	Open University System			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Student with valid residency <ul style="list-style-type: none"> • Must complete at least one (1) academic year 			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Intent address to Registrar and Executive Director/Institute Director (1) Original Copy And (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Request letter addressed to the Registrar stating the reason for his/her leave with recommendation by the Program Chair/Institute Director Location: PUP Open University System Notes/Instruction: <i>The letter should have a wet signature of the student and parents/guardian.</i>	1.1. Receive the letter request and approves the request letter for leave of absence 1.2. Advise the student to submit the approved request letter for leave of absence to the Registrar	None	3 working day/s	<ul style="list-style-type: none"> • Program Chair/Institute Director; Open University System
2. Submit the approve letter of leave of absence to the Registrar for final approval Location: PUP Open University System - Student Services Office	2.1. Receive the approve letter of leave of absence for the final approval of Registrar 2.2. Approve the leave of absence and tag the Leave of Absence (LOA) status in the Student Information System account of the student		30 minute/s	1 hour/s
Total Processing Time:	Working Days: 3 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: None			

21. Processing of Request for First Year Student Admission Service (Senior High School, High School, ALS/PEPT graduates)

The Open University System – Student Services Office processes and facilitates the application of high school/ senior high school students/ALS/PEPT passers who passed the PUP College Entrance Test for OUS (PUPCETOUS) for enrollment. The OUS-SSO evaluates the applicants' application documents as to the authenticity and as to whether the applicant is qualified for admission or not adherence to the University admission requirements/criteria.

Office or Division:	Open University System
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>1. Passer of Polytechnic University of the Philippines College Entrance Test (PUPCET) and:</p> <ul style="list-style-type: none"> • Graduates of the K12 program or those who graduated from K12 pilot schools who have not enrolled in any technical/diploma/degree program immediately after graduation with GWA of 82% or higher. • Graduates of High School (old curriculum) or non-k12 graduates. • A Philippine Educational Placement Test (PEPT) passer, eligible for admission to college with an average rating of 82% or higher in its five (5) subject areas: Math, English, Science, Filipino, and Araling Panlipunan. • An Alternative Learning System Accreditation &Equivalency (ALS A&E) Test for Secondary Level passer, eligible for admission to college and has 100 or higher Standard Score (SS) with Essay Writing of 2 or higher.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Student Application Form 1 with 2 x 2 picture with white background and collar (SAR Form 1 - Confirmation Slip) (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office
Remarks: To be downloaded at PUP iApply Link: iapply.pup.edu.ph	
2. Route and Approval Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office
Remarks: To be downloaded at PUP iApply Link: iapply.pup.edu.ph	
3. Grade 10 and 11 High School Report Card (1) Original Copy Or (1) Certified True Copy	Agency - Division: Department of Education - High School
Remarks: Must secure from the previous High School attended	
4. PSA Birth Certificate (1) Original Copy And (1) Photo Copy	Agency - Division: Philippine Statistics Authority - Releasing Section
5. Certification of Good Moral issued by the HS/SHS Principal/or Guidance Counselor with school dry seal (1) Original Copy And (1) Photo Copy	Agency - Division: Department of Education - High School
Remarks: To be secured from the previous High Schoo/Senior High School attended	
6. Current Chest X-Ray result with Film (Sample: 1 Film)	Agency - Division: Medical Clinic - Medical Clinic
Remarks: six (6) months validity from schedule date of medical clearance	
7. Duly accomplished Health Information Form for Students (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical Services Office
Remarks:	

To be secured at PUP iApply/PUP Website

Link: iapply.pup.edu.ph or pup.edu.ph/downloads/students/

8. Long Brown Envelop
(Sample: 1 pc)

Applicant / Client

For Situational Requirement

A. For Philippine Educational Placement Test (PEPT) Passer

- A.1. Duly Authenticated or Verified Copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Educational Assessment (BEA)**
(1) Original Copy Or (1) Certified True Copy

Agency - Division: Department of Education - Bureau of Educational Assessment

B. For Alternative Learning System Accreditation and Equivalency Assessment (ALS A&E) Passer

- B.1. Duly Authenticated or Verified Copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Educational Assessment (BEA) for Tertiary Level**
(1) Original Copy Or (1) Certified True Copy

Agency - Division: Department of Education - Bureau of Educational Assessment for Tertiary Level

C. For Graduates of High School / Senior High School of previous year/s

- C.1. Certification from High School/SHS Registrar with school dry seal and noted by the Principal that no copy of F137A has been sent to other college or university**
(1) Original Copy

Agency - Division: Department of Education - High School

Remarks:

To be secured from the previous High School/Senior High School attended

D. For Currently Enrolled Student

D.1. School Identification card

- Valid School ID issued by the school

Sub Requirement

D.1.A. For Previous High School/Senior High School Graduate

D.1.A.1. Any Valid Government Issued ID

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID1) Card.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of admission/entrance credentials Location: PUP Gymnasium	1. The Admission and Registration Services Section will receive the entrance credentials from qualified freshmen applicants who passed the PUP College Entrance Test (PUPCET)	None	1 hour/s	<ul style="list-style-type: none"> Administrative Aide I-IV; Admission and Registration Services Section
If Final Grade in English is 80% or lower and Graduates of ALS and PEPT	2.A.1. Collect the examination fee	Possible Fees Breakdown:	30 minute/s	<ul style="list-style-type: none"> Cash Collection Officer, Fund

Document

2.A.Pay the English Placement Test (EPT) and submit to the College of Arts and Letters Location: PUP Gymnasium PUP College of Arts and Letters		English Placement Test Fee: PHP 150		Management Office; Cash Receipt Section
For BSIT, BSIE and BSCPE enrollees 2.B.Take aptitude/qualifying exam Location: PUP Gymnasium PUP Information and Communications Technology Office	2.A.2. Administer English Placement Test		2 hour/s	• Chairperson and Faculty; College of Arts and Letters
3. Proceed to the College/Department program of your choice for interview Location: PUP Gymnasium	3. The Chairperson will facilitate the interview for your chosen program and evaluate your credentials. The Chairperson or Faculty Adviser will also encode the courses for enrollment and assist in the assessment of fees.	None	3 hour/s	• Program Chair; Open University System
4. Proceed to the PUP Medical Clinic to undergo physical examination Location: PUP Gymnasium Notes/Instruction: <i>Present the Chest X-Ray Result with film and duly accomplished Health Information Form</i>	4. The applicant will submit to the medical clinic the chest x-ray film for physical examination and duly accomplished Health Information Form. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment.	None	2 hour/s	• Nurses and Medical Doctor; Any of requesting office / division
5. Proceed to Admission and Registration Services Section for printing and issuance of Certificate of Registration (COR). Location: PUP Gymnasium	5. The ARSS will issue the Certificate of Registration to the students.	None	30 minute/s	• Administrative Aid I-IV; Admission and Registration Services Section
6. Proceed to Office of the Student Services for printing and issuance of identification card Location: PUP Gymnasium	6. The Office of Student Services will print and release the Identification Card of students	None	30 minute/s	• Administrative Aide I-IV; Office of the Student Services
Total Processing Time:				
*For If Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Working Days: 8 hour/s, 30 minute/s		
*For For BSIT, BSIE and BSCPE enrollees		Working Days: 9 hour/s		
Total Processing Fee:				
*For If Final Grade in English is 80% or lower and Graduates of ALS and PEPT		Total Standard Fee: None See other fees below		
*For For BSIT, BSIE and BSCPE enrollees		Total Standard Fee: None See other fees below		
Possible Fees English Placement Test Fee : 150				

Office Legend

- Colleges/Department
- College of Architecture, Design and the Built Environment
 - College of Arts and Letters
 - College of Business Administration
 - College of Accountancy and Finance

- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

22. Processing of Request for Polytechnic University of the Philippines Open University System Admission Evaluation for Transferees On-line Service

This service is an efficient, web-based platform designed to facilitate the academic evaluation and admission process for transfer students. This service allows applicants to submit their academic records and other required documents online for review, ensuring a streamlined and convenient evaluation experience. The system provides a transparent, accessible process for evaluating the eligibility of transfer applicants, helping them seamlessly transition into the Open University System of PUP.

Office or Division:	Open University System			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	<p>Applicants with the following educational backgrounds:</p> <ul style="list-style-type: none"> • Former college student who stopped schooling • 3-year diploma course • 2-year diploma course • Certificate program • Associate program • Technical and Vocational program (formal system) 			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUPOUSAET APPLICATION FORM (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - Information and Communications Technology Office			
Remarks: downloadable through iapply.pup.edu.ph				
2. 2x2 picture in formal attire with white background (1) Electronic Copy	Applicant / Client			
3. PSA Birth Certificate (1) Electronic Copy	Agency - Division: PHILIPPINE STATISTICS AUTHORITY - Civil Registration Services Division			
4. Certificate of Employment (1) Electronic Copy	Agency - Division: CURRENT EMPLOYMENT - HUMAN RESOURCE MANAGEMENT DIVISION			
5. Transcript of Records from the last school attended (1) Electronic Copy	Agency - Division: Commission on Higher Education / Technical Education And Skills Development Authority - Higher Educational Institutions / Technical Vocational Schools			
For Situational Requirement				
A. For married female applicant who opt to use their husband's surname				
A.1. PSA MARRIAGE CERTIFICATE (1) Electronic Copy	Agency - Division: PHILIPPINE STATISTICS AUTHORITY - Civil Registration Services Division			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Visit the PUP Website, apply for PUP Open University System Academic and Admission Evaluation for Transferees and go to iApply and read the information provided and click the Apply Now button Location: PUP Website Notes/Instruction: <i>visit the website at iapply.pup.edu.ph</i></p>	<p>1. Monitor on-line application</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> • Admission Officer; Open University System • Registrar; Open University System • Administrative Aide III - IV; Open University System
<p>2. Visit the PUP iApply for the admission evaluation result Location: www.pup.edu.ph/iapply Notes/Instruction: <i>visit the website https://iapply.pup.edu.ph/signin</i></p>	<p>2. Tagging of the evaluation result of the document submitted</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Admission Officer; Open University System • Registrar; Open University System • Administrative Aide III- IV; Open University System
<p>3. Download and filled-out the PUPOUSAET Admission Forms Location: www.pup.edu.ph/iapply Notes/Instruction: <i>download through https://iapply.pup.edu.ph</i></p>	<p>3. Uploading and release the final list of qualified applicants</p>	<p>None</p>	<p>19 working day/s</p>	<ul style="list-style-type: none"> • Registrar; Open University System • Chief Admission Officer; Open University System • Chief, Student Records Section; Open University System
Total Processing Time:		Working Days: 19 working day/s, 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

23. Processing of Request for First Year Student Admission Online Service under Open University System

This online service manages the complete process of first-year student admissions, from the initial submission of application requests to final approval. It encompasses the review of academic qualifications, verification of required documents, coordination with relevant departments for interviews or assessments, and the issuance of admission decisions. The entire process is conducted efficiently and transparently through our online platform, ensuring a seamless experience for applicants.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Applicants who passed the PUP College Entrance Test for Open University System
Operating Hours:	8:00 AM - 8:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. SAR FORM 1 (Confirmation Documents) (1) Original Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM
Remarks: www.pup.edu.ph/iapply	
2. Route and Approval Slip (1) Original Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM
Remarks: www.pup.edu.ph/iapply	
3. PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - Civil Registration Division
4. Latest Chest X-Ray Film and Result (1) Original Copy	Applicant / Client
Remarks: Six (6) months validity from scheduled date of medical clearance	
5. 2x2 picture in formal attire and white background (1) Original Copy	Applicant / Client
6. Health Information Form for Students (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Medical and Dental Services Department
Remarks: To be secured at PUP iApply/PUP Website Link: iapply.pup.edu.ph or pup.edu.ph/downloads/students/	
7. (1) Long Brown Envelope (1) Original Copy	Applicant / Client
For Situational Requirement	
A. for graduates of Senior High School	
A.1. Grade 11 and 12 Senior High School Report Card (1) Original Copy And (1) Photo Copy	Agency - Division: Department of Education - Senior High School - Registrar's Office
Remarks: Must secure from the previous Senior High School attended	

A.2. SF10 Learner's Permanent Academic Record with remarks "copy for PUP Open University System"
 (1) Original Copy

Remarks:

Must secure to your previous Senior High School attended

Agency - Division: Department of Education - Senior High School - Registrar's Office

B. for non-K12 graduates (High School old curriculum)

B.1. 4th year High School FORM 138
 (1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - High School - Registrar's Office

B.2. 4th Year FORM 137-A with remarks "copy for PUP Open University System"
 (1) Original Copy

Agency - Division: Department of Education - High School - Registrar's Office

Remarks:

Must secure to your last school attended

C. for Philippine Educational Placement Test (PEPT) passer

C.1. Duly Authenticated or Verified Copy of the Certificate of Rating and Certification issued by DepEd (CMO No.15, s.2003)- Bureau of Educational Assessment (BEA)
 (1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - Bureau of Educational Assessment (BEA)

Remarks:

Must secure the original and authenticated copy to DEPED-BEA

D. for Alternative Learning System Accreditation and Equivalency Assessment (ALS A&E) Passer

D.1. Duly Authenticated or Verified Copy of Test Certificate of Rating certified by DepEd-NETRC- Bureau of Educational Assessment (BEA) for Tertiary Level
 (1) Original Copy And (1) Photo Copy

Agency - Division: Department of Education - Bureau of Educational Assessment (BEA)

Remarks:

Must secure the original and authenticated copy to DEPED-BEA

E. for College Undergraduate / 2 & 3-Year Diploma Graduates / TESDA (formal) graduate and undergraduate

E.1. Transcript of Records with remarks "copy for PUP OPEN UNIVERSITY SYSTEM"
 (1) Original Copy

Agency - Division: Commission on Higher Education / Technical Education and Skills Development Authority - Registrar's Office

Remarks:

Must submit the original copy of the first Transcript of Records.

F. for female married applicant who opts to use her husband's surname

F.1. PSA Marriage Certificate
 (1) Original Copy And (1) Photo Copy

Agency - Division: Philippine Statistics Authority - Civil Registration Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. 1. Submission of admission requirements Location: Open University System - Student Services Office Notes/Instruction: <i>Must submit all the original requirements before the scheduled online enrollment</i></p>	<p>1. The OUS Student Services Office will receive the admission requirements</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Registrar; Open University System • Chief, Admission and Registration Section; Open University System • Chief, Student Records Section; Open University System • Administrative Aide III - IV; Open University System

2.Final Grade in English is 80% or lower and Graduates of ALS and PEPT				
Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-k12 graduates, ALS and PEPT completers) 2.A.Take English Placement Test (EPT) Location: PUP College of Arts and Letters	2.A. Evaluate the submitted entrance credential and advise the student to take English Placement Test (EPT) and pay then proceed to the College of Arts and Letters.	Standard Fees Breakdown: English Placement Test fee: PHP 150 <hr/> Total: PHP 150	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Chief, Admission and Registration Section; Open University System Administrative Aide III - IV; Open University System Cash Collection Officer, Fund Management Office; Any of requesting office / division Chairperson, College of Arts and Letters ; Any of requesting office / division
For BSIT, BSIE and BSCPE enrollees 2.B.Take the qualifying exam Location: Online via MS TEAMS or Google Form Notes/Instruction: <i>qualified enrollees who wishes to enroll for the BSIT, BSIE and BSCPE programs were required to the qualifying examination.</i>	2.B. The Program Chair will administer the qualifying examination	None	2 hour/s	<ul style="list-style-type: none"> Program Chair; Open University System Course Specialist; Open University System
3. Proceed to Zoom Breakout Room of your chosen Program Location: via ZOOM breakout room	3. The Program Chair will accommodate the interview of your program choice and evaluation of credentials for the courses to be credited if transferee. The Program Chair/ Faculty Adviser will tag the courses for enrollment and assessment of fees	None	2 hour/s	<ul style="list-style-type: none"> Program Chair; Open University System Course Specialist; Open University System
4. Submission of Electronic Copy of your X-Ray film and result and/or Medical Certificate Location: via Google Drive Notes/Instruction: <i>Upload the Chest X-Ray Result with film and duly accomplished Health Information Form via google drive</i>	4. The PUP Medical Clinic will provide medical assessment and clearance to the applicant if physically fit to proceed for enrolment.	None	3 hour/s	<ul style="list-style-type: none"> Medical Doctor, PUP Medical Office; Any of requesting office / division Nurse, PUP Medical Office; Open University System
5. Accessing the student emabini account Location: via emabini.pup.edu.ph Notes/Instruction: <i>officiall enroled students must obtained the access of their emabini account</i>	5. Creation of student emabini account	None	1 hour/s	<ul style="list-style-type: none"> Chief, Learning Management System; Open University System Administrative Aide III - IV; Open University System
Total Processing Time:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-k12 graduates, ALS and PEPT completers))	Working Days: 8 hour/s			
*For For BSIT, BSIE and BSCPE enrollees	Working Days: 8 hour/s, 30 minute/s			
Total Processing Fee:				
*For Final Grade in English is 80% or lower and Graduates of ALS and PEPT (for non-k12 graduates, ALS and PEPT completers))	Total Standard Fee: PHP 150			
*For For BSIT, BSIE and BSCPE enrollees	Total Standard Fee: None			

24. Processing of Request for Credentials Service (Transcript of Records – Second and Succeeding Copies and Copy for Another School)

Process requests for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grades given by course faculty with the signature of the OUS Executive Director and counter signed by a student record staff. Clients can request for the following TOR:

1. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for a specific purpose.
2. Copy for Another School – This is requested when a client transfers to another school or pursues higher education, provided that the Transfer Credential (Honorable Dismissal) has been requested by the client and acknowledged by the Registrar of the school where the client is currently enrolled. If a TOR with the remark "Copy for [School Name]" has already been issued, the client may only request another TOR for purposes such as board examination, employment, or promotion, provided that a "Certificate of No Objection" is issued by the school where the original TOR was marked as "Copy for."

Office or Division:	Open University System			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Alumni, former and Continuing student			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. ODRS Application Voucher (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM			
Remarks: https://odrs.pup.edu.ph/openu				
2. General Clearance (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - ACCOUNTING STUDENT SERVICES, LIBRARY AND OFFICE OF STUDENT SERVICES			
Remarks: https://odrs.pup.edu.ph/openu				
3. Official Receipt (documentary stamp fee) (1) Electronic Copy	Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - OPEN UNIVERSITY SYSTEM			
Remarks: to be uploaded to: https://odrs.pup.edu.ph/openu				
For Situational Requirement				
A. Upon claiming of document/s				
A.1. representative (related and non-related)				
Any of the following:				
A.1.A. Special Power of Attorney (non related to client) (1) Original Copy	Applicant / Client			
A.1.B. Authorization Letter (related to client) (1) Original Copy	Applicant / Client			
A.1.C. Valid Identification Card for representative and client				
List of Acceptable Government-Issued Identification Cards (IDs) / Documents				
1. e-Card / UMID 2. Employee's ID / Office Id 3. Driver's License* 4. Professional Regulation Commission (PRC) ID * 5. Passport * 6. Senior Citizen ID 7. SSS ID				

8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
10. NBI Clearance *
11. Integrated Bar of the Philippines (IBP) ID
12. Firearms License *
13. AFP SLAI ID *
14. PVAO ID
15. AFP Beneficiary ID
16. BIR (TIN)
17. Pag-ibig ID
18. Person's With Disability (PWD) ID
19. Solo Parent ID
20. Pantawid Pamilya Pilipino Program (4Ps) ID *
21. Barangay ID *
22. Philippine Postal ID *
23. Phil-health ID
24. School ID **
25. Other valid government-issued IDs or
26. Documents with picture and signature

* Within its validity period

** Private / government school

B. If Copy for Another School

B.1. Acknowledged/Signed Copy of the Certificate of Transfer

Credentials/Honorable Dismissal

(1) Original Copy And (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Open University System

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply the Transcript of Records and pay through PUP Fund Management Office, Landbank and/or LBP Linkbiz Location: https://odrs.pup.edu.ph/openu	1.1. Accepts payment and issues official receipt.	Standard Fees Breakdown: Documentary Stamp fee: PHP 90 Transcript of Record fee: PHP 250 <hr/> Total: PHP 340	30 minute/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Any of requesting office / division
	1.2. Receives payment report from LBP and uploads the reported payment in the ODRS	Possible Fees Breakdown: Transcript of Records fee (additional page): PHP 200	3 working day/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Any of requesting office / division
2. Monitor the Online Document Request System for the status of the request Location: PUP Website: https://odrs.pup.edu.ph/openu	2.1. Receive the request and retrieve the student jacket	None	2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Open University System
	2.2. Forward to the encoding section for the preparation of the requested document		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III, Encoding Section; Open University System
	2.3. Encodes the requested document and forward to the checking section		3 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Open University System
	2.4. Checks the draft request and return to the encoding section for finalization of the request		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Open University System
	2.5. Print the final copy and forward to the Registrar for signature		1 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Open University System

	2.6. Sign the final copy and forward to the Executive Director for final signature		1 working day/s	• Administrative Aide III - IV; Open University System • Registrar; Open University System	
	2.7. Sign the final copy of the request		1 working day/s	• Executive Director; Open University System	
3. Monitor the Online Document Request System for the status of the request Location: PUP Website: https://odrs.pup.edu.ph	3.1. Tag the requested document as ready for pick-up 3.2. Notify the student of the status of the request	None	30 minute/s	• Administrative Aide III - IV; Open University System	
4. Claim the requested document Location: PUP Open University System - Student Services Office Notes/Instruction: For Immediate Family Member: <i>"If the claimant is an immediate family member, kindly attach the ODRS voucher along with the authorization letter and a valid ID."</i> For Non-Immediate Family Member: <i>"If the claimant is a non-immediate family member, please attach the ODRS voucher, Special Power of Attorney (SPA), and a valid ID."</i>	4. Release the requested document		30 minute/s	• Administrative Aide III; Open University System	
Total Processing Time:	Working Days: 15 working day/s, 2 hour/s				
Total Processing Fee:	Total Standard Fee: PHP 340 See other fees below				
Possible Fees Transcript of Records fee (additional page) : 200					

25. Processing of Request for Academic Verification Service (On-line) under Open University System

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants, thru on-line, who claimed to have studied or graduated in this university.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of request with Letter Head (1) Electronic Copy	Applicant / Client			
Remarks:	Must have proper letter head and office address			
2. Copy of Transcript of Records, Diploma, or credentials submitted (1) Electronic Copy	Applicant / Client			
3. Duly Signed Authorization Letter by the Student/Graduate/Alumni (1) Electronic Copy	Applicant / Client			
Remarks:	Authorization letter must state that he/she allowed to conduct verification of his/her academic records in Polytechnic University of the Philippines and state the reason. Must be duly signed by the student/alumni concerned.			
4. Valid ID of Student/Alumni with Signature				
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - PagIbig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs; 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.				
Remarks:	Must have hand signature in the ID. Electronic copy only.			
5. Proof of Payment (1) Electronic Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

				(Designation; Office)
<p>1. Send letter request duly signed by the authorized company officer in charge with required documents for verification at PUP Email Address Location: Email Address: ousregistrar@pup.edu.ph Notes/Instruction: <i>Submit the following requirements:</i></p> <ul style="list-style-type: none"> • <i>Duly Signed Letter Request with Complete Office Address</i> • <i>Duly Signed Authorization Letter by Student/Alumni</i> • <i>Copy of Transcript of Records, Diploma, or credentials submitted</i> • <i>Photo copy of Valid ID of Student/Alumni with signature</i> 	1.1. Accept request and required documents and start initial assessment and verification of completeness	None	30 minute/s	• Administrative Aide III - IV; Open University System
	1.2. Verification of submitted credentials, retrieve the student jacket and prepare verification result thru formal letter		4 working day/s, 8 hour/s	• Administrative Aide III - IV; Open University System
	1.3. Forward to Registrar for signature		1 hour/s	• Registrar; Open University System
	1.4. Instruct client for instruction of payment		45 minute/s	• Administrative Aide III - IV; Open University System • Cash Collection Officer, Fund Management Office; Any of requesting office / division
<p>2. Pay verification fee thru LandBank over-the-counter paymet or thru bank deposit thru other banks. Send validated bank deposit receipt at PUP Registrar email address Location: PUP Open University System - Student Services Office, 4/F NALLRC Bldg. Notes/Instruction: <i>Once paid, copy furnish Open University System - Student Services Office validated receipt of bank deposit.</i></p>	2.1. Receive validated bank deposit receipt and forward to Fund Management Office for verification	Possible Fees Breakdown: Verification Fee (Local): PHP 200 Verification Fee (International): USD 10	30 minute/s	• Administrative Staff; Open University System
	2.2. Validate bank deposit receipt and issue office receipt.		35 minute/s	• Cashier; Fund Management Office
3. Receive the verification results/documents thru email. Location: Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	3. Send verification results thru email	None	30 minute/s	• Administrative Staff; Office of the University Registrar
Total Processing Time:	Working Days: 5 working day/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Possible Fees	Verification Fee (Local) : 200 Verification Fee (International) : 10			

26. Processing of Request for Academic Verification Service (Walk-In) under Open University System

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants thru walk-in who claimed to have studied or graduated in this university.

Office or Division:	Open University System
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Companies, Government agencies
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of request with Letter Head (1) Original Copy	Applicant / Client
Remarks:	Must have proper letter head and office address
2. Copy of Transcript of Records, Diploma, or credentials submitted (1) Photo Copy	Applicant / Client
3. Duly Signed Authorization Letter by the Student/Graduate/Alumni (1) Original Copy	Applicant / Client
Remarks:	Authorization letter must state that he/she allowed to conduct verification of his/her academic records in Polytechnic University of the Philippines and state the reason. Must be duly signed by the student/alumni concerned.
4. Valid ID of Student/Alumni with Signature	
1. Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit - Land Transportation Office; 2. Passport - Department of Foreign Affairs; 3. PRC License Card - Professional Regulatory Commission; 4. SSS I.D. Card - Social Security System; 5. GSIS I.D. (UMID) Card - Government Service Insurance System; 6. Voter's I.D. Card /Voter's Certification - Commission of Elections; 7. BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture) - Bureau of Internal Revenue; 8. PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number) - PhilHealth; 9. Company/Office I.D. Card - Company; 10. School I.D. Card - School; 11. Police Clearance/Police Clearance Certificate (with picture) - Philippine National Police; 12. Postal I.D. Card - Philpost; 13. Barangay I.D. Card - Barangay; 14. NBI Clearance - National Bureau of Investigation; 15. Seaman's Book - Maritime Industry Authority; 16. HDMF Transaction I.D. Card - PagIbig; 17. PWD I.D. Card - Local Government Unit; 18. Solo Parent I.D. Card - Local Government Unit; 19. Senior Citizen's I.D. Card - Office of the Senior Citizens Affairs; 20. CSC Eligibility Card (note: Implemented only beginning with the May 3, 2015 CSE-PP - Civil Service Commission; and 21. Philippine Identification (PhilID) Card - Philippine Statistics Authority.	
Remarks:	Must have a hand signature in the ID. Photocopy only.
5. Verification Fee Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit letter request duly signed by the authorized company officer in charge with required documents for verification.</p> <p>Location: PUP Open University System - Student Services Office</p> <p>Notes/Instruction: <i>Submit the following requirements:</i></p> <ul style="list-style-type: none"> • <i>Duly Signed Letter Request with Complete Office Address</i> • <i>Duly Signed Authorization Letter by Student/Alumni</i> • <i>Copy of Transcript of Records, Diploma, or credentials submitted</i> • <i>Photo copy of Valid ID of Student/Alumni with signature</i> 	1.1. Accept request and required documents and pull-out the student jacket to start initial assessment and verification of completeness	None	2 hour/s	• Administrative Staff; Open University System
	1.2. Forward the request to verification officer for evaluation.		30 minute/s	• Administrative Staff; Open University System
	1.3. Verification of submitted credentials and prepare verification result thru formal letter		4 working day/s, 8 hour/s	• Administrative Staff; Open University System
	1.4. Forward to Registrar for signature		1 hour/s	• Registrar; Open University System
<p>2. Proceed to the Fund management Office for payment of verification fee.</p> <p>Location: FMO, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Once paid, submit the official receipt to Office of University Registrar for recording.</i></p>	2.1. Accept payment and issue official receipt	Standard Fees Breakdown: Verification Fee: PHP 200 <hr/> Total: PHP 200	45 minute/s	• Cashier; Fund Management Office
	2.2. Record the proof of payment in log book		30 minute/s	• Administrative Staff; Open University System
3. Pick up the verification results/documents	3. Issue verification results	None	30 minute/s	• Administrative Staff; Open University System
Total Processing Time:		Working Days: 5 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 200		

27. Processing of Request for e-Helpdesk for Public Service

PUP SINTA e-Helpdesk for Public Service is an online platform designed to assist OUS clients with their inquiries regarding specific services. Through this platform, users can conveniently submit their questions, request assistance, and receive prompt responses from the support team. The e-Helpdesk ensures efficient and accessible public service, enhancing communication and support for all clients.

Office or Division:	Open University System
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All OUS Stakeholders (Alumni, Students, General Public)
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. PUP Identification Card and/or any valid IDs

List of Acceptable Government-Issued Identification Cards (IDs) / Documents

1. e-Card / UMID
2. Employee's ID / Office Id
3. Driver's License*
4. Professional Regulation Commission (PRC) ID *
5. Passport *
6. Senior Citizen ID
7. SSS ID
8. COMELEC / Voter's ID / COMELEC Registration Form
9. Philippine Identification (PhilID / ePhilID)
10. NBI Clearance *
11. Integrated Bar of the Philippines (IBP) ID
12. Firearms License *
13. AFPSLAI ID *
14. PVAO ID
15. AFP Beneficiary ID
16. BIR (TIN)
17. Pag-ibig ID
18. Person's With Disability (PWD) ID
19. Solo Parent ID
20. Pantawid Pamilya Pilipino Program (4Ps) ID *
21. Barangay ID *
22. Philippine Postal ID *
23. Phil-health ID
24. School ID **
25. Other valid government-issued IDs or
26. Documents with picture and signature

* Within its validity period

** Private / government school

2. PUP Smart Interactive Technical Assistance (SINTA) Registration

(1) Electronic Copy

Agency - Division: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES - INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

Remarks:

PUP Website: www.pup.edu.ph

PUP SINTA: <https://pupsinta.freshservice.com/support/home>

Notes/Instruction:

For existing users, please login to your PUP SINTA account. If you do not have an account yet, please sign up for an account.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Visit the PUP Website and click PUP SINTA to lodge an inquiry for the specific service Location: PUP Website: www.pup.edu.ph	1. Monitor the PUP SINTA	None	1 hour/s	<ul style="list-style-type: none"> • Registrar; Open University System • Chief, Student Records Section;

PUP SINTA: https://pupsinta.freshservice.com/support/home Notes/Instruction: <i>For existing users, please login to your PUP SINTA account. If you do not have an account yet, please sign up for an account.</i>	2. Click the "Request a Service" button and select "Open University System Services" Location: PUP Website: www.pup.edu.ph PUP SINTA: https://pupsinta.freshservice.com/support/home Notes/Instruction: 1. Choose the specific service 2. Select your Client Type and Ticket Category then enter the description of your request. 3. Click " Place Request " to submit your ticket.	2. Receive the lodged ticket and answer the inquiry for the specific service	None	2 working day/s	Open University System • Administrative Aide III - IV; Open University System • Registrar; Open University System • Chief, Student Records Section; Open University System
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s			
Total Processing Fee:		Total Standard Fee: None			

Physical Planning and Development Office

1. Issuance of Work Permit to Contractor for On-Going Construction Projects

A work permit is issued at every winning contractor before the start of construction of each project for the mobilization and delivery of material entering in the university premises

Office or Division:	Physical Planning and Development Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Private Company/Winning Contractor
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement				
1. Request Letter for Work Permit				(1) Original Copy
				Applicant / Client
2. List of Workers with photocopy of ID				
photocopy of ID (company ID or any valid ID)				<ul style="list-style-type: none"> • Driver's License • PhilSys ID/ePhilID • Professional Regulation Commission (PRC) card • SSS Digitized ID • UMID Card • Barangay ID • Postal ID • Voter's ID • Philhealth ID • Pagibig ID • TIN ID • GSIS ID
3. Photocopy of approved Notice to Proceed				(1) Photo Copy
				Agency - Division: Polytechnic University of the Philippines - Bids and Awards Committee Office
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	1. Give the logbook to the client	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office
2. Submit Request Letter w/ complete attachment to Administrative Staff Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	2.1. Receive request letter and attachments.	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office
	2.2. Inform contractor to return upon approval of request		2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office
	2.3. Approve the request letter		6 hour/s	<ul style="list-style-type: none"> • Director; Physical Planning and

				Development Office	
	2.4. Attach a note addressed to Security Office		2 minute/s	• Director; Physical Planning and Development Office	
	2.5. Forward a copy of received request letter and note to the University Safety and Security Office		8 minute/s	• Administrative Staff; Physical Planning and Development Office	
	2.6. Inform the contractor about their approved request letter		2 minute/s	• Administrative Staff; Physical Planning and Development Office	
3. Receive the photocopy of approved letter Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	3.1. Release the approved request letter	None	2 minute/s	• Administrative Staff; Physical Planning and Development Office	
	3.2. Request the client to fill-out the Client Satisfactory Survey (CSS) Form via PUP Sinta		2 minute/s	• Administrative Staff; Physical Planning and Development Office	
Total Processing Time:	Working Days: 6 hour/s, 21 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Processing of Contractor's Request of 15% Advance Payment for On-Going Construction Projects

Advance payment is given in construction services at the beginning of the project for mobilization. The process pertains to the evaluation of the requirement/documents prior to the billing process.

Office or Division:	Physical Planning and Development Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Private Company/Winning Contractor			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter for Down Payment (1) Original Copy	Applicant / Client			
2. Advance Payment of Bond (1) Original Copy	Applicant / Client			
Remarks:	The Advance Payment of Bond must come from Insurance Company duly accredited by Philippine Deposit Insurance Corporation.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	1. Give the logbook to the client	None	1 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
2. Submit Request Letter with attachments to Administrative Staff Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	2.1. Receive the request letter with attachments	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
	2.2. Assess the requirements submitted by the client		8 hour/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	2.3. Request a photocopy of bidding documents from Bids And Award Committee Office		2 working day/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office

	2.4. Attach a photocopy of the bidding documents from Bids And Award Committee Office		2 working day/s	• Administrative Staff; Physical Planning and Development Office
	2.5. Review and endorse the request letter with the required attachments		30 minute/s	• Director; Physical Planning and Development Office
	2.6. Forward the request letter with required attachments to the Office of the Vice President for Administration for recommending approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.7. Receive the approved request from Office of the Vice President for Administration		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.8. Forward the recommended and signed request letter with required attachments to Office of the Vice President for Planning and Finance for recommending approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.9. Receive the approved request from the Office of the Vice President for Finance		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.10. Forward the request letter with required attachments to the Office of the President for final approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.11. Receive the approved request from the Office of the President		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.12. Forward the approved request with required attachments to Accounting Office		10 minute/s	• Administrative Staff; Physical Planning and Development Office
3. Acknowledge the receipt of information/message Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	3. Inform the contractor of the status of their request billing through email or phone	None	2 minute/s	• Administrative Staff; Physical Planning and Development Office
Total Processing Time:		Working Days: 4 working day/s, 9 hour/s, 21 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing of Contractor's Request of Progress Billing for On-Going Construction Projects

The process pertains to the evaluation of progress work item accomplished in billing statement and attachment of required documents in the billing process.

Office or Division:	Physical Planning and Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Private Company/Winning Contractor			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter for progress Billing (1) Original Copy	Applicant / Client			
2. Statement Work Accomplished (signed) (1) Original Copy	Applicant / Client			
3. Certificate of Payment (from previous billing, if applicable) (1) Original Copy	Applicant / Client			
4. Contractor's Affidavit of No Obligation (notarized) (1) Original Copy	Applicant / Client			
Remarks:	The Contractor's Affidavit of No Obligation must be notarized.			
5. Progress Photo of work items (1) Original Copy	Applicant / Client			
6. Back-up Quantity/Computation (1) Original Copy	Applicant / Client			
7. Material Test Results (If Applicable) (1) Original Copy	Applicant / Client			
Remarks:	The Material Test Results must come from Construction Material Testing Center duly accredited by Department of Public Works and Highways.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
2. Submit the Request Letter to Administrative Staff Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	2.1. Receive the request letter with attachments 2.2. Assess the requirements submitted by the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
			1 working day/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office

				• Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	2.3. Schedule and inform the contractor regarding the preliminary joint inspection of the office and the contractor		1 hour/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
3. Accompany the project monitoring team of the Physical Planning and Development office for preliminary inspection Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	3.1. Inspect the work item accomplished on billing statement		1 working day/s	• Director; Physical Planning and Development Office • Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	3.2. Prepare the transmittal letter and attachments (Photocopy of Notice of award, Project Contract, Notice to Proceed, Variation Order and Detailed Unit Price Analysis, Project Background & Time Elapsed, Certification of Color Coded As-Built Plan)		5 working day/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	3.3. Review and Sign the transmittal letter		8 hour/s	• Director; Physical Planning and Development Office
	3.4. Forward the transmittal letter & billing request with attachments to the Inspection Management Office for evaluation		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	3.5. Receive the date of inspection from Inspection Management Office through email or phone		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	3.6. Inform the contractor on the date of inspection with the Inspection Committee through email or phone		2 minute/s	• Administrative Staff; Physical Planning and Development Office
4. Accompany the inspection committee of the Inspection Management Office Location:	4.1. Inspect the work item accomplished on billing statement	None	1 working day/s	• Inspection Committee;

				Inspection Management Office
	4.2. Receive the inspection report prepared by Inspection Management Office		2 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office
	4.3. Prepare the billing documents (Certificate of payment, Statement of time elapse & work accomplishment, Itemized cost breakdown for contract payment, Certificate of Quality control assurance, Inspection report based on inspectorate team report)		7 working day/s	<ul style="list-style-type: none"> • Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	4.4. Forward the billing documents to contractor for conformance		3 hour/s	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office
5. Conform the billing documents Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	<p>5.1. Receive the conformed billing documents from the contractor</p> <p>5.2. Attach a photo copy of the Technical Components & Financial Components, original copy of Construction Schedule & Methodology, Bid Documents, Construction Safety and Health Program, Technical Specifications, and Plans. (For first billing only)</p> <p>5.3. Review, Check and Endorse the Billing documents</p> <p>5.4. Forward the billing documents with attachments to Office of the Vice President for Administration for recommending Approval</p> <p>5.5. Receive the approved billing documents from Office of the Vice President for Administration</p>	None	<p>2 minute/s</p> <p>4 working day/s</p> <p>3 hour/s</p> <p>10 minute/s</p> <p>2 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Physical Planning and Development Office • Administrative Staff; Physical Planning and Development Office • Director; Physical Planning and Development Office • Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office • Administrative Staff; Physical Planning and Development Office • Administrative Staff; Physical Planning and Development Office

	5.6. Forward the billing documents with attachments to Office of the Vice President for Finance for recommending Approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	5.7. Receive the approved recommended billing documents from Office of the Vice President for Finance		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	5.8. Forward the billing documents with attachments to Office of the President for final Approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	5.9. Receive the approved billing documents with attachments from Office of the President		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	5.10. Forward the approved billing documents with attachments to the Accounting Office		10 minute/s	• Administrative Staff; Physical Planning and Development Office
6. Acknowledge the receipt of information/message Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	6. Inform the contractor of the status of their request billing through email or phone	None	2 minute/s	• Administrative Staff; Physical Planning and Development Office
Total Processing Time:	Working Days: 20 working day/s, 5 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None			

4. Processing of Contractor's Request of Final Progress Billing for Completed Construction Projects

The process pertains to the evaluation of progress work item accomplished in final billing statement and attachment of required documents in the final billing process.

Office or Division:	Physical Planning and Development Office			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Private Company/Winning Contractor			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Final Billing Request Letter (1) Original Copy	Applicant / Client			
2. Statement Work Accomplished (signed) (1) Original Copy	Applicant / Client			
3. Certificate of Payment (from previous billing, if applicable) (1) Original Copy	Applicant / Client			
4. Surety Bond (1) Original Copy	Applicant / Client			
5. Contractor's Affidavit of No Obligation (notarized) (1) Original Copy	Applicant / Client			
Remarks: The Contractor's Affidavit of No Obligation must be notarized.				
6. Progress Photo of work items (1) Original Copy	Applicant / Client			
7. Back-up Quantity/Computation (1) Original Copy	Applicant / Client			
8. Material Test Results (1) Original Copy	Applicant / Client			
Remarks: The Material Test Results must come from the Construction Material Testing Center duly accredited by the Department of Public Works and Highways.				
9. Signed As-built Plan (1 original copy of 20x30 tracing paper & 3 copies of 20x30 blueprint) (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	1. Give the logbook to the client	None	2 minute/s	• Administrative Staff ; Physical Planning and Development Office

2. Submit Request Letter to Administrative Staff Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	2.1. Receive the request letter with attachments	None	2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	2.2. Assess the requirements submitted by the client		1 working day/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	2.3. Schedule and inform the contractor regarding the preliminary joint inspection of office and contractor		1 hour/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
3. Accompany the project monitoring team of the Physical Planning and Development office for preliminary inspection Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	3.1. Inspect work item on billing statement	None	1 working day/s	• Director; Physical Planning and Development Office • Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	3.2. Prepare the transmittal letter and attachments (Photocopy of Notice of award, Project Contract, Notice to Proceed, Variation Order and Detailed Unit Price Analysis, Project Background & Time Elapsed, Certification of Color Coded As-Built Plan)		5 working day/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	3.3. Review and Endorse the transmittal letter		8 hour/s	• Director ; Physical Planning and Development Office
	3.4. Forward the transmittal letter & billing request with attachments to the Inspection Management Office for evaluation		30 minute/s	• Administrative Staff ; Physical Planning and Development Office

	3.5. Inform the contractor on the date of inspection with the Inspection Committee		10 minute/s	• Administrative Staff; Physical Planning and Development Office
4. Accompany the inspection committee of the Inspection Management Office Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	4.1. Inspect the work items on billing statement	None	1 working day/s	• Inspection Committee; Inspection Management Office
	4.2. Receive the inspection report prepared by the Inspection Management Office		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	4.3. Prepare the billing documents (Certificate of payment, Statement of Time Elapsed and work accomplishment, Revised Itemized Cost Breakdown for Contract Payment, Certificate of Quality Control Assurance, Inspection report based on IMO report, Final Inspection Report, Certification of PUP-PPDO, Certificate of Completion)		7 working day/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	4.4. Forward the billing documents to the contractor for conformance		3 hour/s	• Administrative Staff; Physical Planning and Development Office
5. Conform the billing documents Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	5.1. Receive the conformed billing documents from the contractor	None	2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.2. Attach a photo copy of Inspection report from PUP Inspectorate Team, Variation Order (if any), Punch-list Report, Certificate of Commencement of Work, Notice of Award, Notice to Proceed, Project Contract, and the Signed As-built Plan (20x30 blueprint and tracing)		5 working day/s	• Administrative Staff ; Physical Planning and Development Office
	5.3. Review, Check and sign the billing documents		3 hour/s	• Director ; Physical Planning and Development Office
	5.4. Forward the billing documents with attachments to the Office of the Vice President for Administration for recommending approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.5. Receive the approved billing documents from the Office of the Vice President for Administration		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.6. Forward the billing documents with attachments to the Office of the Vice President for Planning and Finance for recommending approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office

	5.7. Receive the approved billing documents from the Office of the Vice President for Finance		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.8. Forward the billing documents with attachments to the Office of the President for Final approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.9. Receive the approved billing documents from the Office of the President		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.10. Forward approved billing documents with attachments to the Accounting Office		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
6. Acknowledge the receipt of information/message Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	6. 1 Inform the contractor of the status of their request billing through email or phone	None	10 minute/s	• Administrative Staff ; Physical Planning and Development Office
Total Processing Time:	Working Days: 21 working day/s, 5 hour/s, 44 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Processing of Contractor's Request Of 10% Retention for Completed Construction Projects

Retention is a percentage (often 10%) of the amount certified as due to the contractor on an interim certificate, that is deducted from the amount due and retained by the client. The process pertains to the evaluation of the requirement/documents for the contractor to get the retention replaced with the warranty bond after the completion of the project.

Office or Division:	Physical Planning and Development Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Private Company/Winning Contractor			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter for Retention (1) Original Copy	Applicant / Client			
2. Warranty Bond/Insurance (1) Original Copy	Applicant / Client			
Remarks:				
The Warranty Bond/Insurance must come from Insurance Company duly accredited by Philippine Deposit Insurance Corporation.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	1. Give the logbook to the client	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
2. Submit the Request Letter to Administrative Staff Location: Physical Planning & Development Office S-312 3rd flr. Southwing Building, A. Mabini Campus	2.1. Receive the request letter with attachment	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
	2.2. Assess the requirements submitted by the client		1 working day/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	2.3. Attach a photo copy of Final Inspection Report, Certification of PUP-PPDO, Certificate of Completion, Notice to Proceed, Notice of Award, and Contract.		1 working day/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
	2.4. Review and Endorse the request letter with complete attachments		1 hour/s	<ul style="list-style-type: none"> Director; Physical Planning and Development Office

	2.5. Forward the request letter with complete attachments to the Office of the Vice President for Administration for recommending approval		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.6. Receive the approved request from the Office of the Vice President for Administration		2 minute/s	• Administrative Staff; Physical Planning and Development Office
	2.7. Forward the approved request letter with complete attachments to the Vice President for Planning and Finance for recommending approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	2.8. Receive the approved request from the Office of the Vice President for Planning and Finance		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	2.9. Forward the request letter with complete attachments to Office of the President for Final Approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	2.10. Receive the approved request from Office of the President		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	2.11. Forward the approved request with complete attachments to Accounting Office		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
3. Acknowledge the receipt of information/message Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus	3. Inform the contractor of the status of their request billing through email or phone	None	2 minute/s	• Administrative Staff ; Physical Planning and Development Office
Total Processing Time:	Working Days: 2 working day/s, 1 hour/s, 52 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Procurement Management Office

1. Request for Project Extension

This service is given to suppliers and contractors requesting for extension of period of delivery as specified in the contract in order to avoid imposition of liquidated damages.

Office or Division:	Procurement Management Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Suppliers of goods and services.
Operating Hours:	Others
Statute:	RA 9184

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request Letter

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Request letter may be in a hard copy or electronic copy. It must state the reason for the delay in the delivery which must fall under the grounds for extension of delivery period provided under RA 9184 and its associated policies.

For Situational Requirement

A. If the cause of delay is not attributable to the fault of the supplier, is reasonable, and was made within the prescribed period, supplier shall submit any documentary proof of such cause.

A.1. Proof of Cause of Delay

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

If the cause is unreasonable, or is due to supplier's fault, or the request was made outside the prescribed period, the request shall be denied outright.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request letter Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive letter with complete attachments from supplier.	None	5 minute/s	<ul style="list-style-type: none"> Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office
	1.2. Assess and verify details of request. Inform End-User and Inspection Management Office the details of the request		6 working day/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office
	1.3. Write endorsement for project extension		30 minute/s	<ul style="list-style-type: none"> Contract Management Section Chief;

				Procurement Management Office
	1.4. Review endorsement		25 minute/s	• Procurement Management Office Director; Procurement Management Office
	1.5. Endorse the Recommendation to the Vice President for Administration		10 minute/s	• Contract Management Section Chief; Procurement Management Office
2. Receive a copy of the Recommendation Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	2. Issue a copy of the Recommendation to the supplier, End-User, Inspection Management Office, Property and Supply Management Office, and Accounting Department	None	5 minute/s	• Contract Management Section Chief; Procurement Management Office
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Issuance of Certificate of Final Acceptance/Completion

This service is given to all suppliers requesting for Certificate of Final Acceptance for procurement projects which cover goods and services. This is issued for whatever legal purpose the certificate may serve.

Office or Division:	Procurement Management Office			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Suppliers and contractors who have satisfactorily completed a procurement project.			
Operating Hours:	Others			
Statute:	RA 9184			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request letter Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive letter from supplier	None	1 minute/s	• Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office
	1.2. Assess details of request		5 minute/s	• Contract Management Section Chief; Procurement Management Office
	1.3. Verify status of delivery and coordinate the request with other offices		3 working day/s, 1 hour/s	• Contract Management Section Chief; Procurement Management Office
	1.4. Print Certificate of Final Acceptance		1 minute/s	• Contract Management Section Chief; Procurement Management Office
	1.5. Affix signature on the Certificate of Final Acceptance		1 minute/s	• Contract Management Section Chief; Procurement Management Office
	1.6. Sign the Certificate of Final Acceptance		1 minute/s	• Procurement Management Office Director; Procurement Management Office

2. Receive Certificate of Final Acceptance Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	2. Issue the Certificate of Final Acceptance to the supplier	None	1 minute/s	• Contract Management Section Chief; Procurement Management Office
Total Processing Time:		Working Days: 3 working day/s, 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Refund of Bid Security

This service is given to all bidders, who are requesting refund of the Bid Security, which was posted in the form of cash, cashier's or manager's check.

Office or Division:	Procurement Management Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Bidders who are requesting refund of the Bid Security, which was posted in the form of cash, cashier's or manager's check.			
Operating Hours:	Others			
Statute:	RA 9184			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client			
2. Official Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request letter with complete requirements Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph , or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive the request letter with complete attachments from the supplier	None	5 minute/s	• Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office
	1.2. Verify details of the request		2 working day/s, 9 hour/s	• Contract Management Section Chief;
	1.3. Write an endorsement letter addressed to the Head of the Procuring Entity for the refund of the Bid Security		30 minute/s	• Contract Management Section Chief; Procurement Management Office
	1.4. Review the endorsement letter		25 minute/s	• Procurement Management Office Director;
	1.5. Forward the endorsement letter to the Vice President for Administration		5 minute/s	• Contract Management Section Chief;
Total Processing Time:		Working Days: 2 working day/s, 10 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Refund of Performance Security/Bond

This service is given to all winning bidders that posted the required Performance Security upon successfully entering into contract with the University.

Office or Division:	Procurement Management Office							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2B (Government to Business)							
Who may avail:	Winning bidders that posted required Performance Security upon successfully entering into contract with the University.							
Operating Hours:	Others							
Statute:	RA 9184							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Request Letter (1) Original Copy Or (1) Electronic Copy								
Applicant / Client								
2. Official Receipt (1) Original Copy								
Agency - Division: Polytechnic University of the Philippines - Fund Management Office								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit request letter with attached original copy of the official receipt of Performance Security paid Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph , or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive request letter with complete attachments from the supplier	None	5 minute/s	<ul style="list-style-type: none"> Director, Contract Management Section Chief, Planning and Management Office Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office 				
	1.2. Verify details of the request. Coordinate or Request the internal documents required from other offices, if any		2 working day/s, 9 hour/s, 25 minute/s	<ul style="list-style-type: none"> Contract Management Section Chief; 				
	1.3. Write endorsement letter for the refund of Performance Security		1 hour/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office 				
	1.4. Review endorsement letter		30 minute/s	<ul style="list-style-type: none"> Director; Procurement Management Office 				
	1.5. Forward the endorsement letter to the Vice President for Administration		5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Procurement Management Office 				
Total Processing Time:		Working Days: 3 working day/s, 5 minute/s						
Total Processing Fee:		Total Standard Fee: None						

5. Request for Contract Termination

This service is rendered to suppliers requesting for termination of contract.

Office or Division:	Procurement Management Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Suppliers of goods requesting for contract termination.
Operating Hours:	Others
Statute:	RA 9184

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request Letter

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

If the cause for contract termination is unreasonable or is due to the fault of supplier, forfeit performance security if any, and subject the supplier to suspension proceedings or blacklisting procedure, whichever is applicable.

Sub Requirement

2. Proof of cause of contract termination request.

(1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request letter Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph , or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive letter with complete attachments from supplier.	None	5 minute/s	<ul style="list-style-type: none"> Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office
	1.2. Assess and verify details of request. Inform End-User and Inspection Management Office the details of the request		6 working day/s, 16 minute/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office
	1.3. Write endorsement letter for contract termination		1 hour/s, 30 minute/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office
	1.4. Review endorsement		30 minute/s	<ul style="list-style-type: none"> Procurement Management Office Director; Procurement Management Office

	1.5. Endorse the Recommendation to the Vice President for Administration		10 minute/s	• Administrative Aide III; Procurement Management Office
2. Receive a copy of the Recommendation Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph , or at Rm. S-318, Third Floor South Wing, PUP Main Building	2. Issue a copy of the Recommendation to the supplier, End-User, Inspection Management Office, Property and Supply Management Office, and Accounting Department	None	5 minute/s	• Contract Management Section Chief; Procurement Management Office
Total Processing Time:	Working Days: 6 working day/s, 2 hour/s, 36 minute/s			
Total Processing Fee:	Total Standard Fee: None			

6. Verification of Supplier's Performance

This service is given to government agencies requesting feedback on suppliers' performance as part of their post-qualification procedure.

Office or Division:	Procurement Management Office						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2G (Government to Government)						
Who may avail:	Government agencies that are conducting post-qualification evaluation.						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Request Letter (1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy Applicant / Client							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Communicate request for information Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive communication	None	5 minute/s	<ul style="list-style-type: none"> Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office 			
	1.2. Assess and verify details of request. a. Refer to the record of Supplier's Performance Evaluation. b. Determine best personnel or office to give the required information, and coordinate with the such office for the actual performance of the supplier		2 working day/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office 			
	1.3. Prepare report of supplier's performance evaluation		1 hour/s	<ul style="list-style-type: none"> Contract Management Section Chief; Procurement Management Office 			
	1.4. Review verification report.		5 minute/s	<ul style="list-style-type: none"> Procurement Management Office Director; Procurement Management Office 			
2. Receive verification report Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or Rm. S-318, Third Floor South Wing, PUP Main Building	2. Issue copy of the verification report to the requesting agency	None	5 minute/s	<ul style="list-style-type: none"> Contract Management Section Staff; Procurement Management Office 			
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 15 minute/s					
Total Processing Fee:		Total Standard Fee: None					

7. Supplier's Inquiries

This service is given to all suppliers and the public in general with legitimate queries involving the University's on-going or completed procurement projects.

Office or Division:	Procurement Management Office						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)						
Who may avail:	Suppliers and the public in general with legitimate queries involving the University's on-going or completed procurement projects						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Request Letter (1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy Applicant / Client							
CLIENT STEPS 1. Submit request letter Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or Rm. S-318, Third Floor South Wing, PUP Main Building	AGENCY ACTIONS 1.1. Receive letter from supplier 1.2. Assess and verify details of request. Coordinate with concerned office based on the specific request 1.3. Write reply letter 1.4. Review reply letter 1.5. Endorse reply letter for approval of the Vice President for Administration	FEES TO BE PAID None	PROCESSING TIME 5 minute/s 3 working day/s, 3 hour/s, 30 minute/s 1 hour/s 10 minute/s 10 minute/s	PERSON RESPONSIBLE (Designation; Office) <ul style="list-style-type: none"> • Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office <ul style="list-style-type: none"> • Contract Management Section Chief; Procurement Management Office <ul style="list-style-type: none"> • Contract Management Section Chief; Procurement Management Office <ul style="list-style-type: none"> • Procurement Management Office Director; Procurement Management Office <ul style="list-style-type: none"> • Contract Management Section Chief; Procurement Management Office <ul style="list-style-type: none"> • Contract Management Section Chief; Procurement Management Office 			
Total Processing Time:		Working Days: 3 working day/s, 5 hour/s					

Total Processing Fee:

Total Standard Fee: None

Property and Supply Management Office

1. ISSUANCE OF GATE PASS FOR NON- PUP PERSONNEL

This service relates to the process of bringing out equipment, semi-expendable property and materials outside university premises by non-PUP personnel.

Office or Division:	Property and Supply Management Office			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Personnel of Contractors/Bidders Concessionaires Suppliers Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy And (1) Photo Copy		Applicant / Client		
2. Pictures of Materials (to be taken out of University premises) (1) Original Copy And (1) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for gate pass to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of request for issuance of gate pass with attachments	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Property Inventory and Disposal Section
	1.2. Checking of materials to be brought out/pulled-out		2 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Property Inventory and Disposal Section
	1.3. Preparation of requested gate pass		30 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Property Inventory and Disposal Section
	1.4. Approval of prepared gate pass		30 minute/s	<ul style="list-style-type: none"> Director; Property and Supply Management Office
	1.5. Issuance of gate pass to the driver of the vehicle		10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Property Inventory and Disposal Section
Total Processing Time:		Working Days: 3 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Research Institute for Culture and Language

1. TRANSLATION SERVICE

This procedure is to facilitate the processing of request for translation service.

Office or Division:	Research Institute for Culture and Language
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students and other institutions
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request (1) Original Copy	Applicant / Client
2. Translation Service Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Center for Translation
3. Document to be translated and/ or evaluated (1) Original Copy	Applicant / Client
4. Order of Payment / Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Accounting Office/Fund Management Office
5. Service Evaluation Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Center for Translation

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submission of Letter of Request with all the Documentary Requirements Location: Sout 415	1.1. 1. Acknowledge receipt of the submission	None	5 minute/s	• Administrative Staff-RICL; Center for Translation
	1.2. 2. Review and endorse the documents submitted.		10 minute/s	• Chief, Center for Translation; Center for Translation
	1.3. 3. Approve the request as extension service or income generating project		5 minute/s	• Director, Research Institute for Culture and Language; Center for Translation
2. Payment of 70% of the total service fee. Location: Accounting Office Notes/Instruction: TRANSLATION <i>The total amount to be paid by the client is based on the type of service and the number of words of the document to be translated and/or evaluated. Documents should be in 8.5 x 11 in (letter), 12 font</i>	2.1. Issuance of order of payment for translation service	Possible Fees Breakdown: ordinary: PHP 2 specialized: PHP 2.5	30 minute/s	• Accounting Office Administrative Staff; Center for Translation

<p><i>size. Times New Roman font style, double-spaced, with 1 inch margin.</i></p> <p>70 % of total service fee</p> <p>*For translation service 2.00 Php per word (ordinary) and 2.50 Php per word (specialized) *For evaluation of translation .50 per word (ordinary) and .75 per word (specialized)</p> <p><i>The total amount to be paid by the client will be based on the type of service and the number of words of the document. Thirty percent of the total amount will be appropriated to PUP's funds as part of the Income Generating Project, while 70% with corresponding tax will serve as the honorarium of the translator and/or evaluator of translation.</i></p>	<p>2.2. Issuance of proof of payment.</p>			<ul style="list-style-type: none"> • Fund Management Office – Cashier; Center for Translation
<p>3. Submission of proof of payment of 70 % of the total service fee Location: South 415</p> <p>Notes/Instruction:</p> <p><i>The total amount to be paid by the client is based on the type of service and the number of words of the document to be translated and/or evaluated. Documents should be in 8.5 x 11 in. (letter), 12 font size. Times New Roman font style, (double-spaced, with 1-inch margin.</i></p> <p>*For translation service 2.00 Php per word (ordinary) and 2.50 Php per word (specialized) *For evaluation of translation .50 per word (ordinary) and .75 per word (specialized)</p> <p><i>The total amount to be paid by the client will be based on the type of service and the number of words of the document. Thirty percent of the total amount will be appropriated to PUP's funds as part of the Income Generating Project, while 70% with corresponding tax will serve as the honorarium of the translator and/or evaluator of translation.</i></p>	<p>3.1. 6. Acknowledge proof of payment</p> <p>3.2. 7. Assign translator and /or evaluator of translation</p> <p>3.3. 8. Translation and/or evaluation of translated document.</p> <p>3.4. 9. Notify the client upon completion of translation and /or evaluation.</p>	<p>None</p>	<p>15 minute/s</p> <p>30 minute/s</p> <p>10 working day/s</p> <p>5 minute/s</p>	<ul style="list-style-type: none"> • Chief; Center for Translation • Chief; Center for Translation • Translator/evaluator of translation; Center for Translation • Chief; Center for Translation
<p>4. Payment of remaining 30% of the total service fee Location: Accounting Office</p> <p>Notes/Instruction:</p> <p><i>The total amount to be paid by the client is based on the type of service and the number of words of the document to be translated and/or evaluated. Documents should be in 8.5 x 11 in. (letter), 12 font size. Times New Roman font style, (double-spaced, with 1-inch margin.</i></p> <p>*For translation service 2.00 Php per word (ordinary) and 2.50 Php per word (specialized) *For evaluation of translation .50 per word (ordinary) and .75 per word (specialized)</p> <p><i>The total amount to be paid by the client will be based on the type of service and the number of words of the document. Thirty percent of the total amount will be appropriated to PUP's funds as part of the Income Generating Project, while 70% with corresponding tax will serve as the honorarium of the translator and/or evaluator of translation.</i></p>	<p>4.1. .Issuance of order of payment for translation service</p> <p>4.2. Issuance of proof of payment.</p>	<p>Possible Fees Breakdown: ordinary: PHP 0.5 specialized: PHP 0.75</p>	<p>5 minute/s</p> <p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Center for Translation • Fund Management Office – Cashier; Center for Translation
<p>5. Submission of proof of payment of remaining 30% of the total service fee Location: South 415</p>	<p>5.1. Acknowledge proof of payment.</p> <p>5.2. Provide translated and/or evaluated translation document.</p>	<p>None</p>	<p>5 minute/s</p> <p>5 minute/s</p>	<ul style="list-style-type: none"> • Chief; Center for Translation • Chief; Center for Translation

6. Accomplish service evaluation form. Location: South 415	6. Issuance of certification upon request.	None	5 hour/s	• Chief; Center for Translation
Total Processing Time:		Working Days: 10 working day/s, 8 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees ordinary : 2 specialized : 2.5 ordinary : 0.5 specialized : 0.75				

Research Institute for Science and Technology

1. Request and Approval to Schedule the Use of Research Institute for Science and Technology (RIST) Laboratory and Expert Services (External)

The process for requesting the use of laboratory facilities and expert services by external clients of the Research Institute for Science and Technology is streamlined to provide efficient access to the institute's resources. This includes granting access to laboratory facilities and sharing expertise with undergraduate and graduate students, faculty, and researchers from other institutions. The procedure involves the submission of a Letter of Intent (LOI) and relevant research documents, followed by notifying the client of the decision regarding their request.

Office or Division:	Research Institute for Science and Technology	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	PUP Students (Undergraduate and Graduate School) Students (Undergraduate and Graduate School) from other institutions Faculty Members and Researchers from other institutions	
Operating Hours:	Others	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Standard Requirement		
1. Letter of Intent (detailing the services, use of equipment, laboratory materials requested, and duration of use) (1) Original Copy	Applicant / Client	
2. Research Work Plan (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology	
Remarks: The template for the Research Work Plan is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.		
3. Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology	
Remarks: The template for the Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.		
4. MOU / MOA (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology	
Remarks: The template of MOU/MOA is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.		
5. Non-Disclosure Agreement (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology	
Remarks: The template of Non-Disclosure Agreement is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.		
6. Parent's Consent (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology	
Remarks: The Parent's Consent template is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.		

7. Client Satisfaction Survey

(1) Original Copy

Remarks:

The Evaluation Form is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of the Letter of Intent and other required documents. Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines, Sta. Mesa, Manila.	1.1. Acknowledgment of the request and verification of the completeness of the required documents • Letter of Intent (services, use of equipment, duration of use, etc.) • Research Work Plan (approved by the adviser of the requesting party) • Signed MOU / MOA	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.2. Submission of the complete set of received documentary requirements to the relevant Research Center Chief and/or Laboratory Head		4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.3. Assessment of the request, considering the institute's capacity to address it, and approval of the research work plan as deemed appropriate		1 working day/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.4. Submission of the evaluation from the Research Center Chief and/or Laboratory Head to the RIST Director for appropriate action		30 minute/s	• Research Center Chief and/or Laboratory Head; Research Institute for Science and Technology
	1.5. Review of the evaluation submitted by the Research Center Chief and/or Laboratory Head and appropriate action or endorsement to be taken regarding the request.		4 hour/s	• Research Institute Director; Research Institute for Science and Technology
	1.6. Preparation of the communication regarding the approval and/or the course of action for the request		1 hour/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.7. Notification to the client about the action taken and, if applicable, the scheduled orientation and signing of other additional documents: • Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use • Non-Disclosure Agreement • Parent's Consent, if applicable		1 hour/s	• Research Center Chief, Laboratory Head, and Administrative Staff; Research Institute for Science and Technology
2. Receipt of Acceptance or Rejection Notice from RIST. Location: Email notification	2. Logging the names of approved clients authorized to use the Research Institute for Science and Technology Laboratory.	None	30 minute/s	• Laboratory Technician; Research Institute for Science and Technology

3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:	Working Days: 2 working day/s, 5 hour/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Verification of Plant Specimens (External)

The Polytechnic University of the Philippines Herbarium (PUPH) is a vital repository of plant specimens, supporting research, education, and conservation initiatives. This document outlines the process for PUP students, faculty, and researchers to utilize PUPH's services for plant specimen verification required for their respective research. The procedure covers steps from submitting a Letter of Intent (LOI), providing voucher specimens, and issuing a plant identification certification.

Office or Division:	Research Institute for Science and Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students (Undergraduate and Graduate School) Students (Undergraduate and Graduate School) from other institutions Faculty Members and Researchers from other institutions
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Letter of Intent should include the preliminary identification, time of collections, and location of the collections.

2. Guidelines for submission of voucher specimens

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Guidelines for Submission of Voucher Specimens can be accessed at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

3. Voucher Specimens (in herbarium sheets)

(Sample: 1 Piece)

Applicant / Client

4. Certification of Plant Identification

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Certification of Plant Identification is issued by the Research Institute for Science and Technology.

5. Client Satisfaction Survey

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Evaluation Form is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	1.1. Acknowledgment of the request and the endorsement to the Head Curator.	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.2. Assessment of the request regarding common or rare species, as well as notification to the client about the schedule for submitting voucher specimens and instructions on preparing them.		1 hour/s	• PUPH Head Curator and/or PUPH Curators; Research Institute for Science and Technology

<p>2. Submission of voucher specimen on the specified date and time Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila</p>	2.1. Evaluation of the voucher specimens and making appropriate actions and recommendations for submission.	None	4 hour/s	• PUP Herbarium (PUPH) Curator; Research Institute for Science and Technology
	2.2. Verification of the voucher specimen based on the required taxonomic characters		5 working day/s	• PUP Herbarium (UPH) Curator; Research Institute for Science and Technology
	2.3. Issuance of the Certificate of Plant Identification duly signed by PUPH Head Curator and RIST Director and Client Satisfaction Survey		4 hour/s	• PUP Herbarium (PUPH) Curators, PUPH Head Curator, and Research Institute Director; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Completion of the Evaluation Form	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:	Working Days: 6 working day/s, 3 hour/s			
Total Processing Fee:	Total Standard Fee: None			

3. Request and Approval for Internship Program (External)

The Internship Program offered by the Research Institute for Science and Technology (RIST) provides a structured opportunity for PUP students and students from other academic institutions to gain practical experience in the university's research facilities. This program is designed to deliver hands-on learning in a real-world research environment aligned with the Institute's areas of expertise. This document outlines the process for managing internship applications, ensuring a clear and efficient workflow from submission to approval, and describing the conduct of the internship orientation.

Office or Division:	Research Institute for Science and Technology
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	PUP Students (Undergraduate and Graduate School) Students (Undergraduate and Graduate School) from other institutions Faculty Members and Researchers from other institutions
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent (1) Original Copy	Applicant / Client
Remarks:	The letter of intent should include the names of the interns, the number of hours to render, and the date of start of the internship and duration.
2. Internship Work Plan (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The template for the Internship Work Plan is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.
3. Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The template for the Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.
4. MOU / MOA (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The template of MOU/MOA is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.
5. Non-Disclosure Agreement (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The template for the Non-Disclosure Agreement is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.
6. Parent's Consent (1) Original Copy And (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The template for the Parent's Consent is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

7. Student Internship Program Manual

(1) Photo Copy

Remarks:

A copy of the Student Internship Program Manual is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

8. Client Satisfaction Survey

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent and other necessary documents Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines, Sta. Mesa, Manila.	1.1. Acknowledgment of the request and confirmation of the completeness of the required documents: • Letter of Intent • Internship Work Plan • MOU (if from external clients)	None	1 hour/s	• Administrative Staff; Research Institute for Science and Technology
	1.2. Endorsement of the submitted documents to the concerned Research Center Chief and/or Laboratory Head		1 hour/s	• Administrative Staff; Research Institute for Science and Technology
	1.3. Evaluation of the submitted documents, considering the institute's capacity to support the proposed internship work plan, with necessary revisions made in consultation with the client.		1 working day/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.4. Submission of the approved Internship Work Plan to the RIST Director for review and final approval		30 minute/s	• Research Center Chief and Laboratory Head;
	1.5. Review the documents for final approval of the client's Internship Work Plan or take appropriate action as needed		1 working day/s	• Research Institute Director; Research Institute for Science and Technology
	1.6. Preparation of the approval letter or course of action for the requested internship program and then notify the client accordingly		1 hour/s	• Administrative Staff; Research Institute for Science and Technology
2. Orientation and completion of supplementary documents before the implementation of the internship program Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines.	2. Orientation and signing of additional documents: • Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use • Student Internship Program Manual • Non-Disclosure Agreement • Parent's Consent, if applicable • Client Satisfaction Survey	None	4 hour/s	• Research Center Chief, Laboratory Head, and Administrative Staff; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology
Total Processing Time:		Working Days: 2 working day/s, 8 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request and Approval for Storage and Accessioning of Microbial Culture Collections (External)

The Polytechnic University of the Philippines Microbial Culture Collection (PUPMCC) is a repository dedicated to preserving, maintaining, and granting access to various microbial strains. This procedure outlines the process for PUP students, faculty, and researchers to utilize the PUPMCC storage facility and obtain an accession number for microbial strains from their respective research projects. The procedure includes submitting a Letter of Intent (LOI), evaluating the microbial culture for storage, and issuing the accession number.

Office or Division:	Research Institute for Science and Technology
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students (Undergraduate and Graduate School) Students (Undergraduate and Graduate School) from other institutions Faculty Members and Researchers from other institutions
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

The Letter of Intent should include preliminary identification, results of gram staining, media used, required biochemical tests, and molecular data if possible.

2. Guidelines for submission of microbial cultures

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Guidelines for the Submission of the Culture Collection are available at the Research Institute for Science and Technology: Room S408, PUP, Sta. Mesa, Manila.

3. Voucher Specimens

(Sample: 1 Piece)

Applicant / Client

Remarks:

The voucher specimen should be on a Petri plate and appropriate culture medium.

4. Certification of Accessioning and Storage of Microbial Culture

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The Certification of Accessioning and Storage of Microbial Culture is issued by the Research Institute for Science and Technology.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	1.1. Acknowledgement of the request and endorsement to the Head Curator.	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology

	1.2. Review and evaluation of the request to ensure the completeness of the required laboratory test results and any available molecular data.		1 hour/s	• PUP Microbial Culture Collection (PUPMCC) Head Curator and/or PUPMCC Curators; Research Institute for Science and Technology
	1.3. Informing the client about the schedule for submitting the microbial culture and providing detailed instructions for preparing the culture in Petri plates.		4 hour/s	• PUP Microbial Culture Collection (PUPMCC) Head Curator and/or PUPMCC Curators; Research Institute for Science and Technology
2. Submission of microbial culture on the specified date and time Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	2.1. Evaluation of the submission of the microbial culture and provision of recommendations.	None	4 hour/s	• PUP Microbial Culture Collection Curators; Research Institute for Science and Technology
	2.2. Verification of the preliminary identification of microbial culture submitted based on the accepted taxonomic characters and descriptions		3 working day/s	• PUP Microbial Culture Collection Curators; Research Institute for Science and Technology
	2.3. Notification of Acceptance or Refusal for Storage and Issuance of Accession Number duly signed by PUPMCC Head Curator and Research Institute for Science and Technology (RIST) Director and Client Satisfaction Survey.		30 minute/s	• PUP Microbial Culture Collection Curators (PUPMCC), PUPMCC Head Curator, and Research Institute Director; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:		Working Days: 4 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Research Management Office

1. Students Request for Ethics Review and Clearance

This service refers to the request of students from Colleges and Campuses for Ethics Review and Clearance issued by the University Research Ethics Board (UREB) to ensure that all research conducted by our students adheres to the highest ethical standards, respecting the rights, dignity, and welfare of all participants involved.

Office or Division:	Research Management Office	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Students	
Operating Hours:	Others	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Standard Requirement		
1. Letter of Intent (2) Original Copy	Applicant / Client	
Remarks:	Submit a letter of intent addressed to the UREC chair through the Panel Chair of the College/Campus Research Ethics Committee (CLREC/CMREC).	
2. Application Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office	
Remarks:	Submit an Application Form (UREC Form-9) to the Colleges/Campuse Research Ethics Committee (CLREC/CMREC)	
3. Research Protocol (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office	
Remarks:	Submit a Research Protocol (UREC Form 10)with complete documentary requirements to the Colleges/Campuse Research Ethics Committee (CLREC/CMREC).	
4. Informed Consent Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office	
Remarks:	Submit a informed consent form (UREC Form 11) to the CLREC/CMREC.	
5. Validated Research Instrument (2) Original Copy	Applicant / Client	
Remarks:	When using an adapted research questionnaire, the researcher must cite the original source of the study tool.	
6. Curriculum Vitae (2) Original Copy	Applicant / Client	
Remarks:	Curriculum vitae of all the members of the group.	
7. Memorandum of Agreement (Form 13) (2) Original Copy	Applicant / Client	
Remarks:	This document establishes the framework for collaboration in conducting a thesis project, detailing each party's roles, responsibilities, and expectations. The form	

covers project management, ethical compliance, intellectual property rights, and adherence to university and external regulations. It also outlines procedures for dispute resolution, amendments, and termination of the agreement, ensuring that the research is conducted with academic integrity and in line with institutional standards.

8. Assent (Form 12)

(2) Original Copy

Agency - Division: Research Ethics Center - Research Management Office

For Situational Requirement

A. For Adapted Research Instrument

Sub Situational Requirement/s

A.a. Show an email or request letter to use the research instrument from the author or a guarantee that the owner will cite on the paper

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Process and Submit a Letter of Intent addressed to the University Research Ethics Committee Chair through College/Campus Research Ethics Committee Panel Chair, with the complete documentary requirements. Location: Deans Offices / Campus Directors' Office	1.1. Receive the application for College / Campus Research Ethics Committee	None	30 minute/s	<ul style="list-style-type: none"> College / Campus Research Ethics Committee Panel Chair; Any of requesting office / division
	1.2. Technical Evaluation of the request		1 working day/s	<ul style="list-style-type: none"> College / Campus Research Ethics Committee Panel Chair; Any of requesting office / division
	1.3. Endorse it to the College/Campus Research Ethics Committee and Communicate the schedule of the evaluation.		1 hour/s	<ul style="list-style-type: none"> College / Campus Research Ethics Committee Panel Chair; Any of requesting office / division
2. Evaluation Process Location: Deans Offices / Campus Directors' Office Notes/Instruction: <i>The evaluation process depends to the type of ethical clearance to be issued by the CL/CMREC.</i> <i>EXEMPT REVIEW= 2 Working days</i> <i>EXPEDITED REVIEW=5 Working days</i> <i>FULL REVIEW= 15 Working days</i>	2. Conduct ethical evaluation by the research ethics reviewers	None	15 working day/s	<ul style="list-style-type: none"> College / Campus Research Ethics Committee; Campuses College Research Ethics Committee; Colleges/Department
3. Releasing the Review Results by College / Campus Research Ethics Committee and Issuance of Clearance by University Research Ethics Committee Location: Deans Offices / Campus Directors' Office	3.1. College / Campus Research Ethics Committee Panel Chair endorsed the review results of the CL/CMREC to UREC.	None	1 hour/s	<ul style="list-style-type: none"> Campus Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee ; Colleges/Department
	3.2. Prepare the University Research Ethics Committee certification for Signature based on the recommendation of the College / Campus Research Ethics Committee .		2 hour/s	<ul style="list-style-type: none"> Chief; Research Ethics Center
	3.3. Issuance of Ethics Clearance		2 hour/s	<ul style="list-style-type: none"> Chief; Research Ethics Center

Total Processing Time:	Working Days: 16 working day/s, 6 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

2. Students Request for Research Paper Presentation Financial Assistance

This service refers to the financial support provided by the University to bona fide students whose research was accepted for presentation in national or international conferences.

Office or Division:	Research Management Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Application (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	Letter of Application (Addressed to the Office of the President through the Office of the Vice President for Finance, Office of the Vice President for Research, Extension and Development, Office of the Vice President for Student Affairs and Services duly noted by the Dean/Directors/Head of Office). (2 copies)
2. CHED Legitimacy of the conference (1) Original Copy And (1) Photo Copy	Agency - Division: Office of the International Affairs - PUP - Office of the President - PUP
Remarks:	CHED-IAS
3. Full copy of the actual version of the paper for presentation (2) Original Copy	Applicant / Client
4. Copy of Notice of Acceptance and/or Letter of Invitation from the Conference Organizer (1) Original Copy And (1) Photo Copy	Agency - Division: Conference Organizing Committee - Conference Committee
Remarks:	Copy of Acceptance letter from the organizer
5. Copy of brochure showing the nature of the conference. (2) Original Copy	Agency - Division: Conference Organizing Committee - Conference Organizer
6. Details of Financial Assistance requested (2) Original Copy	Applicant / Client
Remarks:	Student/ Requestee's Initiative
7. Certification that the paper is new and has not yet been presented in any local, national, or international conference (2) Original Copy	Applicant / Client
Remarks:	Student/Requestee's Initiative template - Certification that the paper is new and has not yet been presented in any local, national, or international conference signed by the Student/Requestee's
8. Certification that the paper has not been granted or is being applied for grant/support by an external funding agency (2) Original Copy	Applicant / Client
Remarks:	Student/ Requestee's Initiative template- Certification that the paper has not been granted or is being applied for grant/support by an external funding agency signed

by the Student/ Requestee's.

9. Curriculum Vitae
(2) Original Copy

Applicant / Client

10. RMO Certification
(2) Original Copy

Agency - Division: Research Management Office - Research Support Center

Remarks:

<https://forms.gle/hah6wRDwjNPSZw2j9>

11. Co-authorship Agreement
(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

(in case of multiple authorship)

12. Copyright certificate from IPMO
(2) Original Copy

Agency - Division: IPMO - OVPRED

Remarks:

From E-QAR certification

13. Similarity index report with the threshold of 15% from IPMO
(1) Original Copy And (1) Photo Copy

Agency - Division: IPMO - OVPRED

For Situational Requirement

A. For Co-authorship agreement

Sub Situational Requirement/s

A.a. If you're a sole author of the paper, no need to secure co authorship agreement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Processing of the request for Initial Evaluation for Paper Presentation Financial Assistance. Location: Research Management Office Notes/Instruction: <i>Submit the request for Paper Presentation Financial Assistance (PPFA), endorsed by the Vice President for Student Affairs and Service (VPSAS), with all the required documents listed in the checklist of Research Management Office.</i></p>	1.1. Receive the endorsement from the Vice President for Student Affairs and Service (VPSAS), forward the request for paper presentation financial assistance to the Research Management Office Director, along with all necessary documentation, and then to the Chief of the Research Support Center (RSC)	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Staff; Research Management Office
	1.2. Endorse the request to assigned Research Management Cluster Coordinator (RMCC) for Technical Evaluation		1 hour/s	<ul style="list-style-type: none"> • Chief, Research Support Center; Research Support Center
	1.3. Receive the request and facilitate the Technical Evaluation of the Request		2 hour/s	<ul style="list-style-type: none"> • Research Management Cluster Coordinator ; Research Management Office
	1.4. Endorse the initial evaluation result to Research Support Center Chief.		1 hour/s	<ul style="list-style-type: none"> • Chief; Research Support Center
	1.5. Endorse the paper to the Reviewers for double-blind evaluation.		1 hour/s	<ul style="list-style-type: none"> • Chief; Research Support Center
2. Processing of the Evaluation 1 (Content Evaluation) and Evaluation 2 (Scoring from the blind reviewers) Location: Research Management Office - South Wing Room 423	2.1. Conduct double blind review	None	5 working day/s	<ul style="list-style-type: none"> • External Blind Reviewers; Research Support Center

Notes/Instruction: <i>Secure a copy of the evaluators' recommendation and comply with the technical requirements.</i>	2.2. Receive the initial result of the Reviewers' evaluation and Notify the requestee for the recommendation suggestion for his/her compliance		1 hour/s	• Chief; Research Support Center
	2.3. Submit a copy of the revised manuscript for scoring of the blind reviewers. Receive the revised manuscript from the requestee and forward it to the Reviewers for final evaluation and scoring.		1 hour/s	• Chief, Research Support Center; Research Support Center
3. Processing of the request with final Evaluation for Endorsement to Office of the Vice President for Research, Extension and Development. Location: Research Management Office - South Wing Room 423	3.1. Receive the Final Evaluation with scoring from the Reviewers and Notify the requestee of the result through a written communication. written communication.	None	2 hour/s	• Chief; Research Support Center
	3.2. Endorse the approved Paper Presentation Financial Assistance to the Research Management Office Director for recommendation to the Vice President for Research, Extension and Development.		1 hour/s	• Chief; Research Support Center
4. Processing for the issuance of Certificate of Completion Location: Research Management Office - South Wing Room 423 Notes/Instruction: <i>Submit a copy of the following for the issuance of the Certificate of Completion:</i> 1. Certification of Paper Presentation 2. Conference Proceedings with the corresponding picture during the paper presentation. 3. Original and photocopy of the ff. expenses Airfare Registration Fee Visa Fee <i>(if any) Daily Subsistence Allowance Rate</i>	4.1. Receive the report of attendance to the conference with complete documentary requirement and forward to Research Support Center Chief for the issuance of Certificate of Completion.	None	1 hour/s	• Administrative Staff; Research Management Office
	4.2. Issue a certificate of Completion duly signed by the Research Management Office Director.		45 minute/s	• Chief; Research Support Center
	4.3. Requestee answer the Online Client Satisfaction Survey.		30 minute/s	• Administrative Staff; Research Management Office
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Students Request for University Publication Assistance, Publication and Citation Incentives

This service refers to the publication and citation incentives given to bonafide students who were able to publish research works in Scopus/ Web of Science (WoS) indexed journals.

Office or Division:	Research Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Regular Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Endorsement/ recommendation by the Dean (2) Original Copy	Applicant / Client
Remarks: Student/Requestee follow the PUP letter head template for letter of intent addressed to the Office of the President (OP) through the Office of the Vice President for Student Affairs and Services and Office of the Vice President for Research, Extension and Development , noted by the Office of the Student Services and recommended by the college dean or branch/campus director.	
2. Research Management Office Certification (2) Original Copy	Agency - Division: Research Management Office - Office of the Vice President for Research, Extension and Development
Remarks: RMO Certification (https://forms.gle/hah6wRDwjNPSZw2j9)	
For Situational Requirement	
A. University Publication Assistance	
A.1. Copy of the Invoice Receipt/Billing Statement from the Publisher/ Journal stipulating the total amount of the fee for the Publication article (2) Original Copy	Agency - Division: Form the journal - External (from the Journal)
A.2. Certification of Percentage of Contribution (in the case of multiple authorship) (2) Original Copy	Applicant / Client
Remarks: Student/ Requestee template	
A.3. Notarized and sworn affidavit is required from the applicant stating their willingness to refund the full amount in case the publication is not made available either in print or online within 12 months from the date of release of publication assistance (2) Original Copy	Applicant / Client
Remarks: Student/ Requestee template with notarization	
B. Publication Incentive	
B.1. Certification of the paper that has not been granted a publication incentive by the university (2) Original Copy	Applicant / Client
Remarks: Student/Requestee template- Certification of the paper that has not been granted a publication incentive by the university, signed by the Student/Requestee.	

B.2. Original copy (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication.

(2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)

B.3. Similarity index report with the threshold of 15% from Intellectual Property Management Office.

(2) Original Copy

Agency - Division: Intellectual Property Management Office - Office of the Vice President for Research, Extension and Development

C. Citation Incentive

C.1. Original copy of the article cited (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication

(2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)

C.2. Original copy of the paper that cited the requestee (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication

(2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request for Publication and/or Citation Incentives, endorsed by the Office of the Vice President for Student Affairs and Services (VPSAS), with all required documents listed in the checklist of the Research Management Office (RMO) Location: Research Management Office - South Wing Room 423	1.1. Upon receiving endorsement from the Office of the Vice President for Student Affairs and Services, forward the request for incentives to the Research Management Office Director, with all necessary documentation, and then to the Chief of the Research Support Center (RSC)	None	2 hour/s	• Administrative Staff; Research Support Center
	1.2. Endorse the request to assigned Research Management Cluster Coordinator/s (RMCC) for Technical Evaluation		1 hour/s, 30 minute/s	• Chief; Research Support Center
	1.3. Receive the request and facilitate the Technical Evaluation of the request.		2 hour/s	• Faculty Researcher; Research Support Center
	1.4. Endorse the initial evaluation result to Research Support Center Chief.		1 hour/s, 30 minute/s	• Faculty Researcher; Research Support Center
	1.5. Endorse the approved Publication and Citation Incentives to the Research Management Office Director for recommendation to the Vice President for Research, Extension and Development and Notify the requestee on the result through a written communication.		2 hour/s	• Chief; Research Support Center
Total Processing Time:	Working Days: 9 hour/s			
Total Processing Fee:	Total Standard Fee: None			

4. Request for Ethics Review and Clearance from other Institutions

This service refers to the request of students from Colleges and Campuses for Ethics Review and Clearance issued by the University Research Ethics Board (UREB) to ensure that all research conducted by our students adheres to the highest ethical standards, respecting the rights, dignity, and welfare of all participants involved.

Office or Division:	Research Management Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent (2) Original Copy	Applicant / Client
Remarks:	Submit a letter of intent addressed to the UREC chair through the Panel Chair of the College/Campus Research Ethics Committee (CLREC/CMREC).
2. Application Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit an Application Form (UREC Form-9) to the CLREC/CMREC.
3. Research Protocol (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit a Research Protocol (UREC Form 10)with complete documentary requirements to the CLREC/CMREC.
4. Informed Consent Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit a informed consent form (UREC Form 11) to the CLREC/CMREC.
5. Validated Research Instrument (2) Original Copy	Applicant / Client
Remarks:	When using an adapted research questionnaire, the researcher must cite the original source of the study tool.
6. Curriculum Vitae (2) Original Copy	Applicant / Client
Remarks:	Curriculum vitae of all the members of the group.
7. Memorandum of Agreement (Form 13) (2) Original Copy	Applicant / Client
Remarks:	This document establishes the framework for collaboration in conducting a thesis project, detailing each party's roles, responsibilities, and expectations. The form covers project management, ethical compliance, intellectual property rights, and adherence to university and external regulations. It also outlines procedures for dispute resolution, amendments, and termination of the agreement, ensuring that the research is conducted with academic integrity and in line with institutional standards.

8. Assent (Form 12)
(2) Original Copy

Agency - Division: Research Ethics Center - Research Management Office

For Situational Requirement				
A. For Adapted Research Instrument				
Sub Situational Requirement/s				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Processing the Application: Submit a Letter of Intent addressed to the University Research Ethics Committee Chair through College / Campus Research Ethics Committee Panel Chair, with the complete documentary requirements. Location: Deans Offices / Campus Directors' Office	<p>1.1. Receive the application for College / Campus Research Ethics Committee</p> <p>Possible Fees Breakdown: Undergraduate Students (Exempt/Expedited): PHP 3000 Undergraduate Students (Full): PHP 5000 Graduate Students ((Exempt/Expedited): PHP 5000 Graduate Students (full): PHP 8000 Research project with government funding – state universities (exempt/expedited): PHP 10000 Research project with government funding – state universities (full): PHP 15000 Research project with private funding (exempt/expedited): PHP 15000 Research project with private funding (full)): PHP 20000</p> <p>1.2. Technical Evaluation of the request</p> <p>1.3. Endorse it to the College/Campus Research Ethics Committee and Communicate the schedule of the evaluation.</p>	Possible Fees Breakdown: Undergraduate Students (Exempt/Expedited): PHP 3000 Undergraduate Students (Full): PHP 5000 Graduate Students ((Exempt/Expedited): PHP 5000 Graduate Students (full): PHP 8000 Research project with government funding – state universities (exempt/expedited): PHP 10000 Research project with government funding – state universities (full): PHP 15000 Research project with private funding (exempt/expedited): PHP 15000 Research project with private funding (full)): PHP 20000	30 minute/s 4 hour/s 2 hour/s	<ul style="list-style-type: none"> Campus Research Ethics Committee Panel Chair; Campuses Colleges Research Ethics Committee Panel Chair; Colleges/Department Campuses Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee Panel Chair; Colleges/Department Campus Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee Panel Chair; Colleges/Department
2. Evaluation Process Location: Deans Offices / Campus Directors' Office Notes/Instruction: <i>The evaluation process depends to the type of ethical clearance to be issued by the CL/CMREC.</i> <i>EXEMPT REVIEW= 2 Working days</i> <i>EXPEDITED REVIEW=5 Working days</i> <i>FULL REVIEW= 15 Working days</i>	2. Conduct ethical evaluation by the research ethics reviewers	None	15 working day/s	<ul style="list-style-type: none"> Campus Research Ethics Committee ; Campuses Campus Research Ethics Committee ; Colleges/Department
3. Releasing the Review Results by College / Campus Research Ethics Committee and Issuance of Clearance by University Research Ethics Committee Location: Deans Office/ Campus Directors' Office	<p>3.1. College / Campus Research Ethics Committee Panel Chair endorsed the review results of the College / Campus Research Ethics Committee to University Research Ethics Committee</p> <p>3.2. Prepare the University Research Ethics Committee certification for Signature based on the recommendation of the College / Campus Research Ethics Committee .</p> <p>3.3. Issuance of Ethics Clearance</p>	1 hour/s 2 hour/s 1 hour/s		<ul style="list-style-type: none"> College / Campus Research Ethics Committee Panel Chair; Any of requesting office / division Chief; Research Ethics Center Chief, Research Ethics Center; Research Management Office

Total Processing Time:	Working Days: 15 working day/s, 10 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
<p>Possible Fees</p> <p>Undergraduate Students (Exempt/Expedited) : 3000 Undergraduate Students (Full) : 5000 Graduate Students ((Exempt/Expedited) : 5000 Graduate Students (full) : 8000 Research project with government funding – state universities (exempt/expedited) : 10000 Research project with government funding – state universities (full) : 15000 Research project with private funding (exempt/expedited) : 15000 Research project with private funding (full)) : 20000</p>	

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance

- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Research Publications Office

1. Processing of Thesis/Dissertation Editing Services

The Research Publications Office (RPO) is responsible for the endorsement of the thesis/dissertation manuscripts to editors and the issuance of Certification of Editing.

Office or Division:	Research Publications Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate Students from Open University System, College of Business Administration-Graduate Studies, College of Education-Graduate Studies, Graduate School, College of Political Science and Public Administration-Graduate Studies
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Editing Endorsement Form

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Open University System, College of Business Administration-Graduate Studies, College of Education-Graduate Studies, Graduate School, College of Political Science and Public Administration-Graduate Studies

2. Copy of Manuscript

(1) Electronic Copy

Applicant / Client

Remarks:

- word file document
- complete manuscript (preliminaries, chapter 1-5, references, biographical statement)

3. Official Receipt

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

4. Certificate of Originality Check

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office

5. PUP Sinta Request

(Sample: 1 request 1)

Agency - Division: PUP SINTA - <https://pupsinta.freshservice.com/support/home>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Request editing services onsite or thru PUP SINTA (Smart Interactive Technical Assistant) Location: South Wing Room 426, PUP Main Campus, Anonas Street, Sta. Mesa Manila Notes/Instruction: <i>copy this link to your browser to access the PUP SINTA portal</i> https://pupsinta.freshservice.com/support/home</p>	1. Acknowledge receipt of request	None	5 minute/s	<ul style="list-style-type: none"> • Research Publications Office Administrative Staff; Research Publications Office
<p>2. Fill out and complete the MS form provided Location: MS Form Link https://forms.office.com/r/3s0JLqgZLk Notes/Instruction:</p>	2.1. Acknowledge receipt of email with complete attachments	Possible Fees Breakdown: Technical Editing - Thesis: PHP 6250 Technical Editing - Dissertation: PHP 8125	3 hour/s	<ul style="list-style-type: none"> • Assigned RPO Administrative Staff; Research Publication Office

Notes/Instruction:

<i>Fees for technical editing</i>	2.2. Advise client to proceed to the PUP Cashier located at the Ground Floor South Wing, PUP Sta. Mesa to pay for the technical editing fees		1 hour/s	• Fund Management Office Staff ; Fund Management Office
3. Client to submit the Official Receipt (OR) obtained from the PUP cashier Location: South wing Rm 426, PUP Main campus, Anonas St., Sta. Mesa, Manila	3.1. Receive the Official Receipt from the PUP cashier	None	30 minute/s	• Research Publications Office Administrative Staff; Research Publications Office
	3.2. Contact possible editor to assign the material		30 minute/s	• Chief, Editing Section; Research Publications Office
	3.3. Assign and send the material to the editor who confirmed to take the assignment		1 working day/s	• Chief, Editing Section; Research Publications Office
	3.4. Editor fills out the Non-disclosure agreement, Commitment Form, and Conflict of Interest		2 working day/s	• Editor; Research Publications Office
	3.5. Notify client of editor's confirmation.		30 minute/s	• Research Publications Office Administrative Staff; Research Publications Office
	3.6. Editing of materials		9 working day/s	• Editor; Research Publications Office
	3.7. Follow up editor on the status of the edited material		3 working day/s	• Chief, Editing Section; Research Publications Office • Research Publications Office Administrative Staff; Research Publications Office
	3.8. Send edited material and certification to client		1 working day/s	• Chief, Editing Section; Research Publications Office
4. Client acknowledges receipt of edited material and certification Location: South Wing Room 426, PUP Main campus, Anonas St., Sta. Mesa, Manila	4. None	None	1 minute/s	• N/A; Research Publications Office
Total Processing Time:		Working Days: 16 working day/s, 5 hour/s, 36 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Possible Fees Technical Editing - Thesis : 6250 Technical Editing - Dissertation : 8125				

Resource Generation Office

1. Issuance of Closure Order

The procedure is governed when a concessionaire or service provider fails to fulfill their obligations to the University as stated in the Contract of Lease/MOA

Office or Division:	Resource Generation Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Concessionaire
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card
-

Remarks:

Identification Card **must not be expired.**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook and present the ID Location: Resource Generation Office, 2nd Floor, Dome, Main Building	1.1. Give the client logbook 2. Accept and Verify the client's identification (ID)	None	20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	1.2. Provide the Concessionaire a copy of the Demand for Closure Order		40 minute/s	• Chief, Business Maintenance Section; Resource Generation Office

2. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	2. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
Total Processing Time:		Working Days: 1 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Issuance of Permit (Ingress and Egress)

These service is to facilitate request for the issuance of permit for concessionaires/service providers(Ingress and Egress).

Office or Division:	Resource Generation Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Concessionaire
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

Identification Card **must not be expired**.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook and present the ID Location: Resource Generation Office, 2nd Floor, Dome, Main Building	1. Give the client logbook 2. Accept and Verify the client's identification (ID)	None	20 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office
2. Secure Concessionaire/ Provider Request Form Location: Resource Generation Office, 2nd Floor, Dome, Main Building	2. Provide the Concessionaire/Provider Request Form for completion.	None	30 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office
3. Submit accomplished form Location: Resource Generation Office, 2nd Floor, Dome, Main Building	3.1. Evaluate the accomplished Concessionaire/Provider Request form. 3.2. If found incomplete, return the form to the client for their appropriate action	None	30 minute/s 20 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office • Chief, Business Maintenance

				Section; Resource Generation Office
	3.3. If complete, approve and sign the Concessionaire/Provider Request Form		1 hour/s, 30 minute/s	• Director, Resource Generation Office; Resource Generation Office
4. Claim the approved form. Location: Resource Generation Office, 2nd Floor, Dome, Main Building	4. Release the approved Concessionaire/Provider Request Form	None	45 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
5. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	5. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
Total Processing Time:		Working Days: 4 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Release of Warranty and Performance Bonds

This service is to facilitate the release of warranty bond of concessionaires who opt not to renew their Contract of Lease or Memorandum of Agreement with the University as well as the release of performance bond/s upon satisfactory fulfillment of contracted services by concessionaires or service providers.

Office or Division:	Resource Generation Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Concessionaire/ Service Provider
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Letter of Intent addressed to the Director of the Resource Generation Office

(1) Original Copy

Applicant / Client

3. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

Identification Card **must not be expired**.

4. PUP Official Receipt for Warranty Bond Payment

(1) Original Copy

Applicant / Client

Remarks:

For LOST Original Copy of Official Receipt:

Pay Php50.00 at the Fund Management Office and claim the certification of warranty bond payment.

For Situational Requirement

A. If the requestor is not the Stall/Service Owner

A.1. Special Power of Attorney

(1) Original Copy

Applicant / Client

A.2. Any Valid Government-Issued IDs

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Remarks:

To be presented along with the Photocopy of ID and Special Power of Attorney.

Identification Card **must not be expired**.

A.3. Any Valid Government-Issued IDs of the Stall/Service Owner and Representative

Applicant / Client

(1) Photo Copy

Remarks:

- Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit;
- Passport;
- SSS I.D. Card;
- GSIS I.D. (UMID) Card;
- Voter's I.D. Card /Voter's Certification;
- BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture);
- PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number);
- Company/Office I.D. Card;
- Police Clearance/Police Clearance Certificate (with picture);
- Postal I.D. Card;
- Barangay I.D. Card;
- NBI Clearance;
- Seaman's Book;
- HDMF Transaction I.D. Card;
- PWD I.D. Card;
- Senior Citizen's I.D. Card;
- Philippine Identification (PhilID) Card

Identification Card **must not be expired**.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook and present the ID Location: Resource Generation Office, 2nd Floor, Dome, Main Building	1. Give the client logbook 2. Accept and Verify the client's identification (ID)	None	20 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office
2. Submit Letter of Intent and other requirements Location: Resource Generation Office, 2nd Floor, Dome, Main Building	2.1. Accept and check submitted documents.	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office
	2.2. If found incomplete, return the submitted documents to the client for their appropriate action.		40 minute/s	<ul style="list-style-type: none"> • Chief, Business Maintenance Section; Resource Generation Office

	2.3. If complete, receive and stamp all submitted documents		30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.4. Evaluate the requestor's records.		2 working day/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.5. Inform the client regarding the status of request through email/call		20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.6. Process the request and inform the client if check is ready for release through email/call.		15 working day/s	• Director; Resource Generation Office • Director; Accounting Department • Vice President; Office of the Vice President for Administration • Vice President; Office of the Vice President for Planning and Finance • Director; Fund Management Office
3. Claim the Check Location: Fund Management Office, Ground Floor, South Wing, Main Building	3. Release the check	None	30 minute/s	• Disbursing Officers; Fund Management Office
4. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	4. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
Total Processing Time:	Working Days: 17 working day/s, 4 hour/s			
Total Processing Fee:	Total Standard Fee: None			

4. Issuance of Business Contracts and Permits

The issuance of business contracts and permits for concessionaires or service providers involves the formal process of granting legal authorization and establishing contractual agreements between PUP and external entities (concessionaires and service providers).

Office or Division:	Resource Generation Office
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Concessionaire, Selected Service Provider
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished Service Request Form (1) Electronic Copy	Applicant / Client
Remarks:	Accomplished Service Request through PUP SINTA (https://pupsinta.freshservice.com/support/home)
2. Official Receipt of Warranty Bond Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
3. Post-Dated Checks (12) Original Copy	Applicant / Client
Remarks:	Post-Dated checks good for 1 year rental payment.
4. Any Valid Government-Issued IDs	
<ul style="list-style-type: none"> • Driver's License Card/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License; O.R. alone is not allowed)/Student Driver's Permit; • Passport; • SSS I.D. Card; • GSIS I.D. (UMID) Card; • Voter's I.D. Card /Voter's Certification; • BIR/Taxpayer's I.D. Card (ATM type/TIN card type with picture); • PhilHealth I.D. Card (must have the bearer's name, clear picture, signature and PhilHealth number); • Company/Office I.D. Card; • Police Clearance/Police Clearance Certificate (with picture); • Postal I.D. Card; • Barangay I.D. Card; • NBI Clearance; • Seaman's Book; • HDMF Transaction I.D. Card; • PWD I.D. Card; • Senior Citizen's I.D. Card; • Philippine Identification (PhilID) Card 	
Remarks:	
Identification Card must not be expired.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook and present the ID Location: Resource Generation Office, 2nd Floor, Dome, Main Building	1. Give the client logbook 2. Accept and Verify the client's identification (ID)	None	20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office

2. Submit requirements for the issuance of Contract of Lease(COL) /Memorandum of Agreement (MOA) Location: Resource Generation Office, 2nd Floor, Dome, Main Building	2.1. Accept and evaluate submitted documents	None	40 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.2. If found incomplete, return the documents to the client for their appropriate action.		40 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.3. If complete, receive and stamp all submitted documents		30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
3. Sign contract. Location: Resource Generation Office, 2nd Floor, Dome, Main Building	3.1. Orient the concessionaire/provider for the signing of contract.	None	1 hour/s, 30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	3.2. Facilitate the signing of Contract of Lease /Memorandum of Agreement to the concerned officials.		3 working day/s	• Director; Resource Generation Office • Vice President; Office of the Vice President for Planning and Finance
	3.3. Inform the client about the notarization of COL/MOA through email/call.		20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
4. Notarize the Contract of Lease/Memorandum of Agreement. Location: Resource Generation Office, 2nd Floor, Dome, Main Building	4. Assist the client for the notarial procedure.	None	1 hour/s, 30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
5. Receive a copy of the Contract of Lease/Memorandum of Agreement Location: Resource Generation Office, 2nd Floor, Dome, Main Building	5. Release the copy of the Contract of Lease/Memorandum of Agreement	None	1 hour/s, 30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
6. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	6. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
Total Processing Time:		Working Days: 3 working day/s, 7 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Senior High School (SHS)

1. Processing of Request for Department of Education School Form 10 or Form 137 (FIRST COPY)

This service is to process requests for Department of Education School Form 10 or F-137 which is an official copy of a student's academic subjects taken with corresponding remarks/grades given by Senior High School faculty member duly signed by the SHS Principal. Clients can request for the following School Form 10 or Form 137:

1. First Copy is requested by new graduates after the graduation ceremony. A student who failed to graduate may also request for first copy as requirement for readmission or for transfer to another school.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and Alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request letter from the school where the client is currently enrolled

(1) Original Copy

Applicant / Client

Remarks:

School/University where client is currently enrolled

2. Photo copy or electronic copy of the official receipt

(1) Photo Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Official receipt from the graduation payment

For Situational Requirement

A. Claimant is the owner of the document

A.1. Photocopy of Identification Card

Any valid Identification Card

B. Claimant is the immediate family member of the owner

B.1. Letter of Authorization signed by the students

(1) Original Copy

Applicant / Client

B.2. Photocopy of Identification Card of the student and representative

Any valid Identification Card

C. Claimant is other than the member of the immediate family

C.1. Special Power of Attorney (SPA)

(1) Original Copy

Applicant / Client

C.2. Photocopy of Identification Card of the student and representative

Any valid Identification Card

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	---

<p>1. Send the letter of Request for School Form-10 or Form 137 through PUP Smart Interactive Technical Assistant (SINTA) Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Website: www.pup.edu.ph SINTA Link: https://pupsinta.freshservice.com/support/home</p>	1.1. Verify the request letter of the student	None	5 minute/s	• Administrative Staff; Senior High School (SHS)	
	1.2. Prepare the requested documents to be signed by authorized signatories		2 working day/s, 7 hour/s	• Administrative Staff; Senior High School (SHS)	
	1.3. Email the client with the appointment schedule of claiming the requested documents		10 minute/s	• Administrative Staff; Senior High School (SHS)	
2. Set an Appointment to PUP Visitor's Appointment System Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Link: https://apps.pup.edu.ph/appointment/	2. Approve the client's appointment	None	5 minute/s	• Administrative Staff; Senior High School (SHS)	
<p>3. On the day of the approved appointment, sign in the logbook and claim the School Form 10 or Form 137 Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p>	3.1. Verify the client's identification card	None	5 minute/s	• Administrative Staff; Senior High School (SHS)	
	3.2. Have the client sign in the logbook		5 minute/s	• Administrative Staff; Senior High School (SHS)	
	3.3. Release the School Form 10 or Form 137		5 minute/s	• Administrative Staff; Senior High School (SHS)	
Total Processing Time:	Working Days: 2 working day/s, 7 hour/s, 35 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Processing of Enrollment for Incoming Grade 11 Students

This service is for incoming Grade 11 students who were qualified for enrollment and will undergo Medical Clearance prior to their enrollment date. Also, part of this service is to verify the authenticity of required documents to be submitted by the clients during the enrollment period and finally the issuance of the certificate of registration to complete the official enrollment process.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Grade 11 Applicants for Enrollment
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Route and Approval Slip (1) Original Copy	Agency - Division: Senior High School - Polytechnic University Of The Philippines
Remarks:	
Printed in colored, long bond paper	
Link: https://rb.gy/l5jzbh	
2. Current Chest X-Ray Result w/ Film (Taken within the last 6 months) (1) Original Copy And (1) Photo Copy	Applicant / Client
3. Medical Health Information Form (1) Original Copy	Agency - Division: Senior High School - Polytechnic University of the Philippines
Remarks:	
Link: https://rb.gy/l5jzbh	
4. Three copies of recent 2" x 2" photo with nametag (1) Original Copy	Applicant / Client
5. Original Grade 10 Report Card (with Learner's Reference Number – LRN) (1) Original Copy	Applicant / Client
6. Original Certificate of Junior High School Completion or Photocopy of Diploma (1) Original Copy Or (1) Photo Copy	Applicant / Client
7. PSA Authenticated Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Office - Anywhere in the Philippines
8. Printed Forms (1) Original Copy	Agency - Division: Senior High School - Polytechnic University of the Philippines
Remarks:	
Link: https://rb.gy/l5jzbh	
1. Form 1 2. Form 2 3. SHS Policy Guidelines 4. Parent-Student Agreement Form	
9. Long Brown Envelope with written complete name (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Check the Senior High School bulletin board for the posted schedule of admission Location:	1. Post the scheduled date of admission	None	5 minute/s	• Administrative staff, Senior High School (SHS)

W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila				
2. On the scheduled date of admission, bring all the checklist of requirements and proceed to the medical clinic to secure a medical clearance Location: East Wing, Ground Floor, Main Building, PUP Mabini Campus, Sta. Mesa, Manila	2. Submit to the Medical clinic the filled - up medical health information and the chest X-ray result with film for the conduct of the physical examination, afterwards, a medical clearance can be issued.	None	30 minute/s	• Doctor and Nurse on duty; Medical Services Department
3. Proceed to Senior High School Office for the submission of admission requirements Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	3.1. Submit all the list of admission requirements, including the issued medical clearance. The admission staff will then verify the authenticity of the documents submitted.		8 minute/s	• Administrative Staff; Senior High School (SHS)
Notes/Instruction: Submit the following: <ul style="list-style-type: none"> • Route and approval Slip Form • Original Grade 10 report card with LRN • Photocopy of Certificate of Junior High School Completion • 2 copies of the recent 2x2 photo with nametag • Original PSA Authenticated Birth Certificate • Form 1 and Form 2 • Parent-Student Agreement form • Medical Clearance • Long Brown Envelope with written complete name 	3.2. Tag the documents submitted and section class assignment at the academic management module	None	8 minute/s	• Administrative Staff; Senior High School (SHS)
	3.3. Assess the tuition fee and issue payment voucher		8 minute/s	• Administrative Staff; Senior High School (SHS)
	3.4. Insert all submitted documents into the long brown envelope		8 minute/s	• Administrative Staff; Senior High School (SHS)
4. Proceed to cashier for the payment of tuition fees Location: Ground Floor, South Wing PUP Mabini Campus, Sampaloc Manila	4. Accept the payment and give the official receipt	Standard Fees Breakdown: Tuition Fees: PHP 1249.5 <hr/> Total: PHP 1249.5	3 minute/s	• Cash Receipts Officer; Fund Management Office
5. After the payment of the tuition fee, proceed to Senior High School for the issuance of Certificate of Registration and Junior High School Form 10 request form Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	5. Issue the Certificate of Registration and request form for Junior High School Form 10	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
Total Processing Time:	Working Days: 1 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: PHP 1249.5			

3. Processing of Request for Department of Education School Form 10 or Form 137 (Certified True Copy and Succeeding Copies)

This service is to process requests for Department of Education School Form 10 or F-137 which is an official copy of a student's academic subjects taken with corresponding remarks/grades given by SHS faculty member duly signed by the SHS Principal. Clients can request the following School Form 10 or Form 137:

1. A certified true copy or succeeding copies of the documents is/are requested when the first copy has been issued to be used for specific purposes.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and Alumni
Operating Hours:	Others

For Standard Requirement

- 2. Letter of the Student addressed to the Principal stating the intent and reason for requesting second copy of Senior High School F137** Applicant / Client

(1) Original Copy

For Situational Requirement

A. Claimant is the owner of the document

A.1. Photocopy of Identification Card

Any valid Identification Card

B. Claimant is the immediate family member of the owner

B.1. Letter of Authorization signed by the students

B.2. Photocopy of Identification Card of the student and representative

Any valid Identification Card

C. Claimant is other than the member of the immediate family

C.1. Special Power of Attorney (SPA)

C.2. Photocopy of Identification Card of the student and representative

Any valid Identification Card

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Send the requirements in a single file through PUP Smart Interactive Technical Assistant (SINTA) Location:</p> <p>W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p> <p>Note: Click here to edit.</p>	1.1. Verify the requirements submitted	None	4 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)

Notes/Instruction.

Website: www.pup.edu.ph

<p>SINTA Link: https://pupsinta.freshservice.com/support/home</p> <ul style="list-style-type: none"> Letter of the Student addressed to the Principal stating the intent and reason for requesting second copy of Senior High School F137, Request letter of SF 10 or F137 from school Scanned copy of identification card 	1.2. Forward the letter to the office of the Principal for evaluation and approval		4 minute/s	• Administrative Staff; Senior High School (SHS)
	1.3. Reply the client on the result of the evaluation and instruct to pay the requested documents		4 minute/s	• Administrative Staff; Senior High School (SHS)
2. Proceed to payment of requested documents Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila	2. Accept the payment and give the official receipt	Standard Fees Breakdown: Requested documents: PHP 150 E-documentary stamp: PHP 30 <hr/> Total: PHP 180	3 minute/s	• Cash Receipts Officer; Fund Management Office
3. Email the receipt in a single file through the PUP Smart Interactive Technical Assistant (SINTA) using existing request number Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Website: www.pup.edu.ph SINTA Link: https://pupsinta.freshservice.com/support/home	3.1. Validate and record the official receipt number	None	15 minute/s	• Administrative Staff; Senior High School (SHS)
	3.2. Prepare the requested documents to be signed by authorized signatories		2 working day/s, 6 hour/s	• Administrative Staff; Senior High School (SHS)
	3.3. Email the client with the appointment schedule of claiming the requested documents		15 minute/s	• Administrative Staff; Senior High School (SHS)
4. Set an Appointment to PUP Visitor's Appointment System Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	4. Approve the client's appointment	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
5. On the day of the approved appointment, sign in the logbook and claim the requested documents. Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	5.1. Verify the client's identification card	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
	5.2. Have the client sign in the logbook		5 minute/s	• Administrative Staff; Senior High School (SHS)
	5.3. Release the requested document		5 minute/s	• Administrative Staff; Senior High School (SHS)
Total Processing Time:		Working Days: 2 working day/s, 7 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 180		

4. Processing of Request for Certification of the following Documents: Informative Copy of Grades, Good Moral Character, Batch/Strand Ranking, Enrollment and Certified True Copy of Documents

This service is to process the client's requests for certification of documents, namely: Informative Copy of Grades, Good Moral Character, Batch/Strand Ranking, Enrollment and Certified True Copy of documents which are requirements for college admission, application for scholarships, and the like.

Office or Division:	Senior High School (SHS)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and Alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Request Form (1) Original Copy	Agency - Division: SENIOR HIGH SCHOOL OFFICE - POLYTECHNIC UNIVERSITY OF THE PHILIPPINES			
Remarks:				
Link: https://rb.gy/l5jzbh				
2. Scanned copy of list of requirements which will support the document being requested (specify where to use the documents) (1) Electronic Copy	Applicant / Client			
Remarks:				
Client will get the list of requirements through website of schools or from the organization where the documents will be submitted				
For Situational Requirement				
A. Claimant is the owner of the document				
A.1. Photocopy of Identification Card Any valid Identification Card				
B. Claimant is the immediate family member of the owner				
B.1. Letter of Authorization signed by the students (1) Original Copy	Applicant / Client			
B.2. Photocopy of Identification Card of the student and representative Any valid Identification Card				
C. Claimant is other than the member of the immediate family				
C.1. Special Power of Attorney (SPA) (1) Original Copy	Applicant / Client			
C.2. Photocopy of Identification Card of the student and representative Any valid Identification Card				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit the requirements in a single request through the PUP Smart Interactive Technical Assistant (SINTA) Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: PUP Website: www.pup.edu.ph SINTA Link: https://pupsinta.freshservice.com/support/home</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Scanned copy of list of requirements from the requesting school and other agencies • <input type="checkbox"/> Accomplished Request Form 	1.1. Acknowledge the requirements submitted	None	2 minute/s	• Administrative Staff; Senior High School (SHS)	
	1.2. Identify the type of document/s requested.		4 minute/s	• Administrative Staff; Senior High School (SHS)	
	1.3. Instruct the client to proceed for payment of requested documents		4 minute/s	• Administrative Staff; Senior High School (SHS)	
2. Proceed to payment of requested documents Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila	2. 2.1 Accept the payment and give the official receipt	Standard Fees Breakdown: Requested documents: PHP 150 E-documentary stamp: PHP 30 <hr/> Total: PHP 180	3 minute/s	• Cash Receipts Officer; Fund Management Office	
<p>3. Email the receipt in a single file through the PUP Smart Interactive Technical Assistant (SINTA) using existing request number Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Website: www.pup.edu.ph SINTA Link: https://pupsinta.freshservice.com/support/home</p>	3.1. Validate and record the official receipt number	None	15 minute/s	• Administrative Staff; Senior High School (SHS)	
	3.2. Prepare the requested documents to be signed by authorized signatories		2 working day/s, 6 hour/s	• Administrative Staff; Senior High School (SHS)	
	3.3. Email the client with the appointment schedule of claiming the requested documents		15 minute/s	• Administrative staff; Senior High School (SHS)	
4. Set an appointment schedule through PUP Visitors Appointment System Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Link: https://apps.pup.edu.ph/appointment/	4. Approve the client's schedule of appointment	None	5 minute/s	• Administrative staff; Senior High School (SHS)	
<p>5. On the day of the approved appointment, sign in the logbook and claim the requested documents Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p>	5.1. Verify the client's identification card	None	4 minute/s	• Administrative Staff; Senior High School (SHS)	
	5.2. Have the client sign in the logbook		4 minute/s	• Administrative Staff; Senior High School (SHS)	
	5.3. Release the requested document		4 minute/s	• Administrative Staff; Senior High School (SHS)	
Total Processing Time:	Working Days: 2 working day/s, 7 hour/s				
Total Processing Fee:	Total Standard Fee: PHP 180				

5. Processing of Request for Honorable Dismissal

This service is to process the client's request for honorable dismissal where the client has incurred failed marks in his/her academic performance or has exceeded the 20% absences during the school year. Further, this service is also requested by clients who have volunteered to transfer school due to personal reasons.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and Alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter addressed to the principal stating the reason for transfer or for dismissal signed by the client and parent/guardian (1) Original Copy	Applicant / Client
2. Photocopy of student and parent's Identification Card	Any valid Identification card
For Situational Requirement	
A. Claimant is the owner of the document	
A.1. Photocopy of Identification Card	Any valid Identification card
B. Claimant is the immediate family member of the owner	
B.1. Letter of Authorization signed by the students (1) Original Copy	Applicant / Client
B.2. Photocopy of Identification Card of the representative	Any valid Identification Card
C. Claimant is other than the member of the immediate family	
C.1. Special Power of Attorney (SPA) (1) Original Copy	Applicant / Client
C.2. Photocopy of Identification Card of the representative	Any valid Identification Card

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the requirements through the PUP Smart Interactive Technical Assistant (SINTA) Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Website: www.pup.edu.ph SINTA Link: https://pupsinta.freshservice.com/support/home	1.1. Verify the requirements submitted 1.2. Forward the letter to the Office of the Principal for evaluation and approval	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
			5 minute/s	• Administrative Staff; Senior High School (SHS)

<ul style="list-style-type: none"> • Letter addressed to the Principal stating the reason for transfer or for dismissal signed by the client and parent/guardian • Photocopy of student's and parent's Identification Card 	<p>1.3. Reply the client on the result of evaluation and instruct to set an appointment date for the processing of General Clearance</p>		5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
<p>2. Schedule an appointment date through PUP Visitors Appointment System Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: <i>Link: https://apps.pup.edu.ph/appointment/</i></p>	<p>2. Approve the client's appointment date.</p>	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
<p>3. On the approved appointment date, secure a copy of the General Clearance to be accomplished Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p>	<p>3. Issue General Clearance form and give instructions on how to accomplish it</p>	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
<p>4. Accomplish the General Clearance Form and proceed to payment</p>				
<p>No tagged deficiency on records 4.A. Proceed to payment of Honorable Dismissal documents Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila</p>	<p>4.A. Accept the payment and issue the official receipt</p>	<p>Standard Fees Breakdown: Certificate of honorable dismissal: PHP 150 School Form 10 or Form 137: PHP 100 DepEd SF 9 or F138: PHP 0 Good moral certificate: PHP 150 E-documentary stamp (3): PHP 90 <hr/>Total: PHP 490</p>	5 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
<p>With tagged deficiency on records 4.B. Comply to the identified deficiency and proceed to payment of Honorable Dismissal documents Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila</p>	<p>4.B. Accept the payment and issue the official receipt</p>	<p>Standard Fees Breakdown: Certificate of honorable dismissal: PHP 150 School Form 10 or Form 137: PHP 100 DepEd SF9 of Form 138: PHP 0 Good moral certificate: PHP 150 E-documentary stamp (3): PHP 90 <hr/>Total: PHP 490</p>	5 minute/s	<ul style="list-style-type: none"> • Cash Receipts Officer; Fund Management Office
<p>5. Return to the Senior High School Office to submit accomplished General Clearance and original receipt of payment Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p>	<p>5.1. Receive the documents submitted by the client and validate the official receipt number</p>	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
	<p>5.2. Prepare the requested document to be signed by authorized signatories</p>		2 working day/s, 6 hour/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
	<p>5.3. Email the client with the schedule of claiming date of requested documents</p>		3 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
<p>6. Set an appointment schedule through PUP Visitors Appointment System Location:</p>	<p>6. Approve the client's schedule of appointment</p>	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)

W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Link: https://apps.pup.edu.ph/appointment/					
7. On the day of the approved appointment, sign in the logbook and claim the Honorable Dismissal documents Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	7.1. Verify the client's identification card	None	4 minute/s	• Administrative Staff; Senior High School (SHS)	
	7.2. Have the client sign in the logbook		4 minute/s	• Administrative Staff; Senior High School (SHS)	
	7.3. Release the requested document		4 minute/s	• Administrative Staff; Senior High School (SHS)	
Total Processing Time:					
*For No tagged deficiency on records	Working Days: 2 working day/s, 7 hour/s				
*For With tagged deficiency on records	Working Days: 2 working day/s, 7 hour/s				
Total Processing Fee:					
*For No tagged deficiency on records	Total Standard Fee: PHP 490				
*For With tagged deficiency on records	Total Standard Fee: PHP 490				

6. Processing of Application for Graduation Requirements

This service is to process the client's application for graduation as exit point in his/her secondary education. Vital in this process is the evaluation of the admission documents where completeness and genuineness are established. Likewise, the client's academic performance must show passing marks in all subjects as prescribed in the Senior High School Curriculum.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Candidates for Graduation
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Printed Application Form for Graduation (1) Original Copy		Applicant / Client
Remarks:		
Student Information System (SIS) Student		
2. One short brown envelope (1) Original Copy		Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID
1. Check the scheduled date for processing of application for graduation in Senior High School bulletin board and print the application form for graduation from the student's SIS Account Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	1. Post the schedule date for processing of application for graduation	None
2. Pay the application for graduation Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila	2. Accept payment and issue an official receipt	Standard Fees Breakdown: Application for Graduation: PHP 150 <hr/> Total: PHP 150
3. Submit the original copy and photocopy of official receipt together with the Application Form for Graduation, one (1) short brown envelope and sign in the logbook Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	3.1. Receive the original receipt of payment together with the Application Form for Graduation and one (1) short brown envelope 3.2. Sign the photocopy of the original receipt and return it to the client for personal reference. 3.3. Give the logbook to client to fill up the needed information 3.4. Instruct the client to monitor his / her SIS account on the result of the evaluation process.	None 3 minute/s 3 minute/s 3 minute/s 3 minute/s
4. Monitor the SIS account for the evaluation result		

No tagged deficiency on records 4.A.Wait for the posting of the completed academic requirements Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Documents to be prepared: <ul style="list-style-type: none">DiplomaCertificate of graduation/certificate of Good MoralCertified true copy of Junior High School SF10/Form 137	4.A.1. Update the evaluation status of the client to FINAL EVALUATION result 4.A.2. Prepare the requested document to be signed by authorized signatories	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
			5 working day/s, 9 hour/s, 55 minute/s	• Administrative Staff; Senior High School (SHS)
With tagged deficiency on records 4.B.Print the evaluation result and comply the tagged deficiency Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: Documents to be prepared: <ul style="list-style-type: none">DiplomaCertificate of graduation/certificate of Good MoralCertified true copy of Junior High School SF10/Form 137	4.B.1. Validate the complied deficiency on records	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
	4.B.2. Update the evaluation status of the client to FINAL EVALUATION result		5 minute/s	• Administrative Staff; Senior High School (SHS)
	4.B.3. Prepare the requested document to be signed by authorized signatories		5 working day/s, 9 hour/s, 50 minute/s	• Administrative Staff; Senior High School (SHS)
5. Print Certificate of Candidacy and General Clearance from the Student Information System account Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	5.1. Instruct the client to proceed for the payment of graduation fees and graduation credentials	None	5 minute/s	• Administrative Staff; Senior High School (SHS)
	5.2. Generate the official list of graduating students		5 minute/s	• Administrative Staff; Senior High School (SHS)
6. Pay the following Graduation fees Location: Ground floor, south wing PUP Mabini Campus, Sampaloc Manila Notes/Instruction: <ul style="list-style-type: none">Graduation feeDepEd School Form10 or Form 137DiplomaCertification of Graduation/ Certificate of Good MoralCertified true copy of Junior High School SF10/Form137Documentary stamp	6. Accept payment and issue an official receipt	Standard Fees Breakdown: Graduation Fee: PHP 600 DepEd SF10: PHP 100 Diploma: PHP 200 Certification: PHP 150 CTC JHS SF10: PHP 150 E-documentaru stamp (4): PHP 120 Total: PHP 1320	3 minute/s	• Cash Receipts Officer; Fund Management Office
7. Check the scheduled date on the release of tickets and program for the graduation ceremony Location: W209 2 nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila	7. Post on the Senior High School bulletin board the schedule for the release of tickets and program for the graduation ceremony	None	10 minute/s	• Administrative Staff; Senior High School (SHS)
8. On the scheduled date, claim the tickets, program for the graduation ceremony, and official receipt of graduation fee. Location:	8.1. Distribute tickets and program for the graduation ceremony	None	10 minute/s	• Administrative Staff; Senior High School (SHS)

W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila

	8.2. Validate the official receipt and stamp with "RELEASED" notation.		2 minute/s	• Administrative Staff; Senior High School (SHS)
Total Processing Time:				
*For No tagged deficiency on records	Working Days: 6 working day/s			
*For With tagged deficiency on records	Working Days: 6 working day/s			
Total Processing Fee:				
*For No tagged deficiency on records	Total Standard Fee: PHP 1470			
*For With tagged deficiency on records	Total Standard Fee: PHP 1470			

7. Processing on the Release of Graduation Credentials

This service is to process the client's graduation credentials necessary for his/ her next level of education. Credentials are released on scheduled dates after the graduation ceremony.

Office or Division:	Senior High School (SHS)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduates of Senior High School
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Printed General Clearance Form (1) Original Copy	Applicant / Client
2. Printed Certificate of Candidacy (1) Original Copy	Applicant / Client
3. Proof of Payment (1) Original Copy	Applicant / Client
4. Dummy Diploma (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Check the scheduled date for the releasing of graduation credentials Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila</p>	<p>1. Post scheduled date for the releasing of graduation credentials on the Senior High School bulletin board.</p>	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)

<p>2. Set an Appointment to PUP Visitor's Appointment System Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: <i>Link:</i> https://apps.pup.edu.ph/appointment/</p>	<p>2. Approve the client's appointment</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
<p>3. On the scheduled date, sign in on the logbook and submit the following requirements to claim the graduation credentials: Location: W209 2nd floor, West Wing, PUP Mabini Campus, Sampaloc, Manila Notes/Instruction: <i>1. Printed General Clearance 2. Printed Certificate of Candidacy 3. Original Receipt of Payment for the: 4. Dummy diploma 5. Photocopy of identification card</i></p>	<p>3.1. Verify the authenticity of the documents submitted.</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
	<p>3.2. Have the client sign in the logbook</p>		<p>10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
	<p>3.3. Release the graduation credentials</p>		<p>10 minute/s</p>	<ul style="list-style-type: none"> • Administrative Staff; Senior High School (SHS)
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Special Programs and Projects Office

1. REQUEST OF ACCESS PASS / WORK PERMIT

This is to ensure that all requests for access pass or work permit for the preventive maintenance activities of the telecommunication partners are promptly attended.

Office or Division:	Special Programs and Projects Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Telecommunication Partners and Subcontractors
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Work Permit

(1) Original Copy

Applicant / Client

Remarks:

Document containing the list of authorized telecommunication employees and subcontractors who are allowed to transact with PUP for the maintenance of Telecommunication Facilities.

2. Work Order

(1) Original Copy

Applicant / Client

Remarks:

Document authorizing Telecommunication Employees and their subcontractors to perform a specific task within a specified period.

3. List of equipment, tools and service vehicle

(1) Original Copy

Applicant / Client

Remarks:

List of equipment, tools and service vehicle that will be used in the performance of the task within a specified period.

4. Identification Card

Company Identification Card

Vaccination Card

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send the requirements at least three (3) days before the actual activity Location: SPPO Room, S302 3rd Floor, PUP Main Building	1.1. Acknowledge and check the completeness of the requirements.	None	1 hour/s	• Administrative Aide 3; Special Programs and Projects Office
	1.2. If the requirements are not complete, inform the client. If complete, check if the client is in the list of accredited service providers. If not in the list, coordinate with the partner.		1 working day/s, 10 hour/s, 14 minute/s	• Administrative Aide 3; Special Programs and Projects Office • Chief; Special Programs and Projects Office
	1.3. Prepare an endorsement letter and send it to FAMO together with the requirements for approval.		20 minute/s	• Administrative Aide 3; Special Programs and Projects Office

				• Chief; Special Programs and Projects Office
	1.4. Upon receipt of approved work permit from FaMO, prepare an endorsement letter to USSO for their approval of the Access Pass.		20 minute/s	• Administrative Aide 3; Special Programs and Projects Office • Chief; Special Programs and Projects Office
2. Receipt of access pass or work permit Location: SPPO Room, S302 3rd Floor, PUP Main Building	2. Upon receipt of the approved Access Pass from USSO send the approved work permit and access pass to subcontractor	None	15 minute/s	• Administrative Aide 3; Special Programs and Projects Office
3. Accomplish Client Satisfaction Survey (CCS) Form Location: SPPO Room, S302, 3rd Floor, PUP Main Building	3. Send survey link to the client to be accomplished after completion of work.	None	15 minute/s	• Administrative Aide 3; Special Programs and Projects Office
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s, 24 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Sports Development Program Office

1. Request for Student-Athlete Certification

The office accepts and processes requests for student-athletes. The office certifies and issues certificates to student-athletes and alumni that can be used for scholarship and employment applications.

Office or Division:	Sports Development Program Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students / Alumni
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Slip / Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Sports Development Program Office
2. Certificate of Registration (COR) / School ID (1) Photo Copy	Applicant / Client
Remarks: currently enrolled students	
3. Alumni ID (1) Photocopy	
Remarks: only for alumni	

For Situational Requirement				
A. Situational Requirement				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Get and fill up the Request Slip, then submit the duly filled-up form Location: Sports Development Program Office	1. Receive the filled-up Request Slip / Form	None	1 minute/s	<ul style="list-style-type: none"> Administrative Aide ; Student Sports Development Services
2. Wait while the requested certification is being processed Location: Sports Development Program Office	2.1. Check the record of the requesting party and prepare the certification	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide; Student Sports Development Services
	2.2. Forward the certification for signature / actual signing of the Office Director / Chief		2 minute/s	<ul style="list-style-type: none"> Administrative Aide; Student Sports Development Services
	2.3. Forward the signed certification for releasing to authorized employee		1 minute/s	<ul style="list-style-type: none"> Administrative Aide ; Student Sports Development Services

3. Get the Certification Location: Sports Development Program Office	3. Release of the signed certification	None	1 minute/s	• Administrative Aide; Student Sports Development Services
4. Acknowledged the receipt of the requested certification Location: Sports Development Program Office	4. Give the logbook to the client to sign and evaluate the services rendered.	None	2 minute/s	• Administrative Aide; Student Sports Development Services
Total Processing Time:		Working Days: 12 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Tune-Up Games

The office accepts requests to arrange tune-up games inside the university. Teams from other universities/colleges and private companies may request a tune-up game with PUP varsity teams.

Office or Division:	Sports Development Program Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Student-athletes, Coaches, and other Teams (Universities / Colleges/ Companies)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Tune-up Game Request Slip / Form (1) Original Copy				
2. Letter of Intent / Request Letter (1) Original Copy And (1) Photo Copy				
3. List of team members / visitors (1) Original Copy And (1) Photo Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Get and fill up the request slip, then submit the duly filled-up form Location: Sports Development Program Office	1. Receive the duly filled-up Request slip / form	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
2. Wait while the requested reservation / arrangement is being processed Location: Sports Development Program Office	2.1. Check the training schedule and calendar of activities	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
	2.2. Recommend the request for signature / actual signing and approval of the Office Director		2 minute/s	<ul style="list-style-type: none"> • Administrative Aide ; Sports Development Program Office
	2.3. Forward the signed Request for releasing to authorized employee		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
3. Get the Reservation approval slip Location: Sports Development Program Office	3. Release of the requested approved tune-up Game activity and endorse the client to University and Safety and Security Office (USSO) to submit the approved request letter to secure a gate pass for the visitors	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
4. Acknowledge the receipt of the request Location: Sports Development Program Office	4. Give the logbook to the client to sign and evaluate the service rendered	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
Total Processing Time:	Working Days: 12 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Board Secretary

1. Issuance of Board of Regents (BOR) Certification Regarding Board Approval of Academic Program/Curriculum as one of the requirements for Civil Service Commission (CSC) Eligibility application

The service of issuance of Board of Regents Certification involves processing the request on the issuance of the BOR Certificates of Program/Curriculum Approval relative to the PUP Alumni's application for Civil Service Commission eligibility.

Office or Division:	University Board Secretary
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	All PUP Alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Request Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University/Board Secretary

2. Transcript of Records bearing the Latin Honors receive

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - University Registrar

Remarks:

Present Original copy for validation purposes

3. Certificate of Graduation

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - University Registrar

Remarks:

Present original copy for validation purposes

4. Government Issued Identification Card

Submit one (1) photocopy of any government issued ID:

- UMID CARD or SSS - Social Security System
- PROFESSIONAL REGULATION COMMISSION ID - Professional Regulation Commission-
- PASSPORT - Department of Foreign Affairs
- GSIS ID - Government Service Insurance System Office
- DRIVERS LICENSE - Land Transportation Office
- POSTAL ID - Post Office
- OWWA ID - Overseas Workers Welfare Administration Regional Office
- VOTERS ID - Commission on Election
- PHILHEALTH ID - Philhealth Office
- SCHOOL ID
- and other government issued IDs

For Situational Requirement

A. For Applicants who have representatives on their behalf

A.1. Authorization Letter from the requesting Applicant

(1) Original Copy

Applicant / Client

A.2. Government Issued Identification Card of the requesting applicant with specimen signature

Submit one (1) photocopy of any government issued ID:

- UMID CARD or SSS - Social Security System
- PROFESSIONAL REGULATION COMMISSION ID - Professional Regulation Commission
- PASSPORT - Department of Foreign Affairs

- GSIS ID - Government Service Insurance System Office
- DRIVERS LICENSE - Land Transportation Office
- POSTAL ID - Post Office
- OWWA ID - Overseas Workers Welfare Administration Regional Office
- VOTERS ID - Commission on Election
- PHILHEALTH ID - Philhealth Office
- SCHOOL ID
- and other government issued IDs

A.3. Government Issued identification Card of the representative

Present one (1) any government issued ID:

- UMID CARD or SSS - Social Security System
- PROFESSIONAL REGULATION COMMISSION ID - Professional Regulation Commission
- PASSPORT - Department of Foreign Affairs
- GSIS ID - Government Service Insurance System Office
- DRIVERS LICENSE - Land Transportation Office
- POSTAL ID - Post Offie
- OWWA ID - Overseas Workers Welfare Administration Regional Office
- VOTERS ID - Commission on Election
- PHILHEALTH ID - Philhelath Office
- SCHOOL ID
- and other government issued IDs

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a duly accomplished Request Form together with the required documents to the Office of the University/Board Secretary. Location: Office of the University/Board Secretary- Room 206, South Wing, PUP Main Building, Sta. Mesa Manila	1.1. Receive the request and check the completeness of the required documents.	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the University/Board Secretary • Administrative Aide III; Office of the University/Board Secretary
	1.2. Facilitate the request by checking the Board Resolution of the applicant's program.		1 working day/s, 2 hour/s, 15 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the University/Board Secretary • Administrative Aide III; Office of the University/Board Secretary
	1.3. Prepare the certification for signature of the University/Board Secretary.		15 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the University/Board Secretary • Administrative Aide III; Office of the University/Board Secretary
2. Return to the Office of the University/Board Secretary to receive the certification. Location: Office of the University/Board Secretary- Room 206, South Wing, PUP Main Building, Sta. Mesa, Manila	2.1. Issue the signed certification with dry seal to the applicant.	None	20 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the University/Board Secretary • Administrative Aide III; Office of the University/Board Secretary
	2.2. Request the applicant to sign in the receiving logbook for filing purposes.		20 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Office of the University/Board Secretary • Administrative Aide III; Office of the University/Board Secretary
Total Processing Time:		Working Days: 1 working day/s, 3 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

University Center for Culture and the Arts

1. Request for Cultural Performance - Non-PUP Units

With the University Center for Culture and the Arts (UCCA) being PUP's primary artistic and cultural institution that undertakes cultural programs for the awareness, understanding and appreciation of Filipino culture, it provides venues and avenues for artistic and cultural expressions of its populace and uses the potent power of the arts as an agent of change. The UCCA provides cultural performances to NON-PUP units (private or government offices, NGOs, and other business/private entities) upon completion of the University Off-Campus Guidelines. Cultural performances may be in the form of: (1) Doxology Songs or Performances; (2) Singing of the Philippine National Anthem; (3) Intermission Number/Performances; and (4) Opening/Welcome Performances.

Office or Division:	University Center for Culture and the Arts
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)
Who may avail:	Private or government offices, NGOs, and other business/private entities.
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Invitation Letter

(1) Original Copy

Applicant / Client

Remarks:

The Invitation Letter from the client should bear the complete details of the event (i.e. exact time, venue). The inviting group should also provide transportation and food accommodation for the invited UCCA cultural group.

2. Copy of Program

(1) Original Copy

Applicant / Client

Remarks:

Requesting party should submit copy of program containing flow and details of the event.

3. Food and transportation provision for the performers

(Sample: In accordance with number of performers In accordance with number of performers)

Applicant / Client

Remarks:

Requesting party should concur with UCCA office as to the number of performing artists they need for their event.

4. Certificate of Appreciation to the UCCA Office and the specific performing group

(1) Original Copy

Applicant / Client

Remarks:

Requesting party should issue Certificate of Appreciation to UCCA and performing group/s they have invited after the event.

5. Collaboration Form for partnerships

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - University Center for Culture and the Arts

Remarks:

In the absence of a Memorandum of Agreement, this Collaboration Form can be used for Non-PUPian agencies/organizations.

6. Dressing Room provision on the venue for the performers

(Sample: Depending on number of performers invited Depending on number of performers invited)

Applicant / Client

Remarks:

Requesting party should have a dressing room or holding area for the performers during the event.

For Situational Requirement**A. Situational Requirement**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit letter of request/invitation (hard copy or e-mail) addressed to the PUP President stating nature of event, venue, date, time, contact details, the name of the cultural group, and the specific request of cultural performance at least one month before the event. For transparency, please indicate in the letter any amount or in kind to be given by the requesting party to the invited group/s. Location:</p> <p>Send the invitation letter to PUP President e-mail, or Office of the PUP President at the 2nd floor, South Wing, Main Building, Mabini Campus, Sta. Mesa, Manila.</p> <p>Notes/Instruction:</p> <p><i>Follow-up status of request to the PUP Office of the President, or the UCCA Office at ucca@pup.edu.ph, or at 335-1777 loc 370</i></p>	<p>1. The Office of the PUP President will forward the invitation to the Office of the Vice President for Student Affairs and Services (OVPSAS), which will endorse the said invitation to the UCCA Office.</p>	None	30 minute/s	<ul style="list-style-type: none"> • Music Section Chief; Music Section
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Library

1. Processing of Library Patron Account Registration and Validation

A Library Patron Account is given to bona fide PUP students. This will allow them to borrow and return library materials, access the library facilities, and keep track of their library records. This may be availed onsite or online.

Office or Division:	University Library
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Certificate of Registration

(1) Electronic Copy

Applicant / Client

Remarks:

Patrons are requested to send a copy to library@pup.edu.ph.

2. Online Registration Form

(1) Electronic Copy

Applicant / Client

Remarks:

Link to Library Patron's Account Application Form:

<https://forms.gle/WhrehnZKDAaK1Nux6>

3. Library email

(1) Electronic Copy

Applicant / Client

Remarks:

Patrons can contact the PUP University Library at library@pup.edu.ph to request.

4. ID picture

(1) Electronic Copy

Applicant / Client

Remarks:

Electronic copy of the ID picture must be sent to library@pup.edu.ph.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present the Certificate of Registration. Location: User's Services, 3 rd Floor, Left Wing, NALRC Building	1. Check the patron's information in the Excel summary of registration.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; Library Users' Services • Library Personnel; Library Information Technology Services
2. Fill out the online registration form : https://forms.gle/WhrehnZKDAaK1Nux6 ; E-mail a copy of Certificate of Registration and ID picture to library@pup.edu.ph Location: Library Information Technology Services, 3 rd Floor, Left Wing, NALRC Building	2. Import the collected data to the Library System; Upload the ID picture to patron's account	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; Library Information Technology Services
Total Processing Time:		Working Days: 2 minute/s		

Total Processing Fee:

Total Standard Fee: None

2. Processing of Borrowing of Library Materials

The University Library allows PUP students to borrow library materials to in accordance with the PUP University Library Manual.

Office or Division:	University Library			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	PUP Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Valid Certificate of Registration (1) Original Copy Or (1) Photo Copy Applicant / Client 2. Library Patron Account (1) Electronic Copy Agency - Division: University Library - Any section of the PUP Libraries 3. Duly accomplished Book Card (1) Original Copy Agency - Division: University Library - Any section of the PUP Libraries 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Check the Online Public Access Catalog (OPAC) for the list of available library materials. Location: Library section where the material can be found	1. Guide the client to the OPAC kiosks.	None	1 minute/s	• Library Personnel; University Library
2. Proceed to the location of the book, fill out the book card and hand it to the librarian/staff of the section together with the Certificate of Registration. Location: Library section where the material can be found	2. Receive the book, accomplished book card and Certificate of Registration; Encode the ID number of the patron and enter the item barcode in the check-out module of the library system; Hand over the book to the patron; Issue a transaction receipt.	None	1 minute/s	• Library Personnel; University Library
Total Processing Time:	Working Days: 2 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Processing of Issuance of Permission to Use University Library Facilities

This service allows PUP students to access facilities essential for academic discussions, and other related activities.

Office or Division:	University Library						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	PUP Students						
Operating Hours:	8:00 AM - 8:00 PM						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement <ol style="list-style-type: none"> 1. Valid Certificate of Registration (1) Original Copy Or (1) Photo Copy 2. Reservation/Agreement Form (1) Original Copy 							
1. Valid Certificate of Registration (1) Original Copy Or (1) Photo Copy Applicant / Client							
2. Reservation/Agreement Form (1) Original Copy Agency - Division: University Library - Office of the Director							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Inquire about the availability of the venue; Submit a copy of Certificate of Registration and fill out the reservation/Agreement Form. Location: Office of the Director University Library 3 rd Floor NALRC Building	1. Check the availability of venue; Check the validity of Certificate of Registration; Issue Reservation/ Agreement Form.	None	1 minute/s	• Library Personnel; University Library			
2. Present accomplished Reservation/Agreement Form Location: Office of the Director University Library 3 rd Floor NALRC Building	2. Issue a copy of Reservation/Agreement Form to client; Orient client of venue policies.	None	1 minute/s	• Library Personnel; University Library			
Total Processing Time:	Working Days: 2 minute/s						
Total Processing Fee:	Total Standard Fee: None						

4. Processing of Visitors' Request for Library Use

This service provides guest researchers from other schools with direct access to PUP Library collections.

Office or Division:	University Library			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Non-PUP Clients			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ol style="list-style-type: none"> Referral Letter (1) Original Copy Applicant / Client School ID (1) Original Copy Applicant / Client 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present referral letter with valid ID and visitor's permit. Location: Users' Services Library Network Services	1. Verify identity of client and validity of ID and referral letter; Issue payment slip.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; Library Users' Services • Library Personnel; Library Network Services
2. Pay at the Cashier's office. Location: Cashier; Cash Receipt Section	2.1. Accept the payment.	Standard Fees Breakdown: Visitor's Fee: PHP 100 Total: PHP 100	1 minute/s	<ul style="list-style-type: none"> • Cashier Personnel; Cash Receipt Section
	2.2. Issue payment receipt.		1 minute/s	<ul style="list-style-type: none"> • Cashier Personnel; Cash Receipt Section
3. Submit a copy of Official Receipt to the librarian. Location: Users' Services Library Network Services	3. Receive the copy of Official Receipt; Allow the client to borrow library materials for room use only.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; Library Users' Services • Library Personnel; Library Network Services
Total Processing Time:		Working Days: 4 minute/s		
Total Processing Fee:		Total Standard Fee: PHP 100		

5. Processing of Request for Library Referral Letter

This service endorses PUP Students to other libraries to use their collections and services.

Office or Division:	University Library			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	PUP Students			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Valid Certificate of Registration (1) Original Copy Or (1) Photo Copy Applicant / Client 2. PUP Identification Card (1) Original Copy Applicant / Client 3. Digital Form (1) Electronic Copy Agency - Division: University Library - Office of the Director <p>Remarks: <i>Via Online</i></p> <p>Individual: https://forms.gle/M4oZE3o9t7rY64vQA Group: https://forms.gle/NmzstqziN7YS3ejLA</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out the online request form and attached a copy of Certificate of registration and PUP ID Location: Office of the Director University Library 3 rd Floor NALRC Building	1. Check the submitted online form with attached Certificate of Registration and ID.	None	1 minute/s	• Library Personnel; University Library
2. Claim the requested referral letter. Location: Office of the Director University Library 3 rd Floor NALRC Building	2. Issue duly Signed Referral Letter.	None	1 minute/s	• Library Personnel; University Library
Total Processing Time:		Working Days: 2 minute/s		
Total Processing Fee:		Total Standard Fee: None		

6. Process of Returning of Library Materials (No Accountability)

Borrowed library materials shall be returned to the University Library in observance of the specified due date. The return of library materials beyond the specified due date is subject to overdue fees, and payments should be made.

Office or Division:	University Library						
Category:	External Service						
Classification:	Simple						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	PUP Students						
Operating Hours:	8:00 AM - 8:00 PM						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
<p>1. Book to be returned (1) Original Copy</p> <p style="text-align: right;">Applicant / Client</p>							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Hand over the material to be returned to the library staff Location: Library section where the material was borrowed	1. Received the returned library materials; Enter the barcode of returned material to the library system.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 			
2. Claim the transaction receipt and certificate of registration Location: Library section where the material was borrowed.	2. Issue a transaction receipt and return the certificate of registration to the client	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 			
Total Processing Time:		Working Days: 2 minute/s					
Total Processing Fee:		Total Standard Fee: None					

7. Processing of Library Clearance (No Accountability)

Securing clearance refers to the approval of the Library Administration declaring the applicant free from any liability from the department making them eligible to apply for Transcript of Records, Diploma, and other documents issued by the University.

Office or Division:	University Library			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and alumni of the Polytechnic University of the Philippines			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Clearance Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present clearance form Location: 3F, NALRC building	1. Check the client account in the library system	None	1 minute/s	<ul style="list-style-type: none"> • Chief; Library Users' Services
2. Received the signed clearance form Location: 3F, NALRC building	2. The librarian will sign the clearance and give it back to the client if there is no accountability.	None	1 minute/s	<ul style="list-style-type: none"> • Chief; Library Users' Services
Total Processing Time:	Working Days: 2 minute/s			
Total Processing Fee:	Total Standard Fee: None			

8. Process of Returning of Library Materials (w/ Accountability)

Borrowed library materials shall be returned to the University Library in observance of the specified due date. The return of library materials beyond the specified due date is subject to overdue fees, and payments should be made.

Office or Division:	University Library								
Category:	External Service								
Classification:	Simple								
Type of Transaction:	G2C (Government to Citizen)								
Who may avail:	PUP Students								
Operating Hours:	8:00 AM - 8:00 PM								
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
For Standard Requirement									
1. Book to be returned (1) Original Copy	Applicant / Client								
For Situational Requirement									
A. For library materials returned beyond the due date:									
A.1. Payment Slip (1) Original Copy	Agency - Division: University Library - Any section of the PUP Libraries								
A.2. Official Receipt (1) Original Copy	Agency - Division: Budget Services Office - Cash Receipt Section								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)					
1. Hand over the material to be returned to the library staff Location: Library section where the material was borrowed	1. Received the returned library materials; Enter the barcode of returned material to the library system.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 					
2. Secure Payment slip Location: Library section where the material was borrowed	2. Issue a payment slip	None	1 minute/s	<ul style="list-style-type: none"> • Library personnel; University Library 					
3. Proceed to Cashier and pay the corresponding fee; Submit a photocopy of the receipt to the library Location: GF South Wing, Main Building; Library section where the material was borrowed	3.1. Process payment and issue Official Receipt	Formula Fees Breakdown: Overdue fine	1 minute/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Cash Receipt Section 					
	3.2. Issue a transaction receipt and return the patron's certificate of registration		1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 					
Total Processing Time:	Working Days: 4 minute/s								
Total Processing Fee:	Total Standard Fee: None See other fees below								
Formula / Schedule of Fees									
Overdue fine $(50.00 \text{ Php}) \times (\text{number of overdue days})$									

9. Processing of Library Clearance (w/ Accountability)

Securing clearance refers to the approval of the Library Administration declaring the applicant free from any liability from the department making them eligible to apply for Transcript of Records, Diploma, and other documents issued by the University.

Office or Division:	University Library			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and alumni of the Polytechnic University of the Philippines			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Clearance Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present clearance form Location: 3F, NALRC building	1. Check the client account in the library system	None	1 minute/s	<ul style="list-style-type: none"> • Chief; Library Users' Services
2. Ask for payment slip from the library and proceed to cashier for the payment Location: 3F, NALRC building; GF South Wing, Main Building	2.1. Issue corresponding payment slip	Formula Fees Breakdown: Overdue fine Lost book	1 minute/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Any of requesting office / division
	2.2. Accept the payment and issue transaction receipt		2 minute/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Any of requesting office / division
3. Received the signed clearance form Location: 3F, NALRC building	3. The librarian will sign the clearance and give it back to the client	None	1 minute/s	<ul style="list-style-type: none"> • Chief; Library Users' Services
Total Processing Time:	Working Days: 5 minute/s			
Total Processing Fee:	Total Standard Fee: None See other fees below			
Formula / Schedule of Fees Overdue fine (50.00Php) x (number of overdue days) Lost book (Acquisition cost of book) + (50.00Php Processing fee)				

University Records Management Office

1. Issuance of Certified True Copies of Controlled Records and Other Documents (Students)

This procedure applies to Student requesting a Certified True Copy (CTC) of controlled documents and other records available at the University Records Management Office, such as Special Orders (SO), Executive Orders (EO) and more.

Office or Division:	University Records Management Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Request Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - University Records Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the fully completed request form and sign the Document Request Logsheets at the University Records Management Office (URMO) Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	1. Receive the request form and provide the logbook to the client. Assist the client in filling out the Document Request Logsheets	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office
2. Proceed to the waiting area and wait for their name to be called Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	2.1. Locate the requested document and make a copy of the document 2.2. Stamp "Certified True Copy" on the photocopy of the document requested	None	12 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office
			1 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office

	2.3. Sign the Controlled Copy of the requested document		1 minute/s	<ul style="list-style-type: none"> • Director; University Records Management Office • Chief; University Records Management Office • Records Officer; University Records Management Office
3. Receive and acknowledge the requested Certified True Copy of the document Location: University Records Management Office Ground Floor, Sampaguita Building Polytechnic University of the Philippines Main Campus	3.1. Release the Certified True Copy of the requested document and assist the client in signing the acknowledgement form 3.2. Request the client to fill out the Online Client Satisfaction Survey Form (OCSS) thru PUP SINTA https://pupsinta.freshservice.com/support/home	None	1 minute/s 5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
Total Processing Time:	Working Days: 25 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Safety and Security Office

1. Security Protection for VIP Guests

Provision of appropriate security plans and measures to ensure the safe visit of VIPs such as Government Officials / Luminaries / Business Groups whenever such calls transpire in the University.

Office or Division:	University Safety and Security Office						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)						
Who may avail:	Government Officials and Private Entities						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement <ul style="list-style-type: none"> 1. Approved Letter of Request by any Executive Officials/Officials of the University (1) Original Copy And (1) Photo Copy 							
Agency - Division: PUP - Any Office of the University							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submits to University Security and Safety Office the approved Request Letter from any Office of PUP. Location: University Security and Safety Office, Ground Floor, Charlie Del Rosario Building, PUP Sta. Mesa, Anonas St.	1.1. Intake Officer receives the approved request letter and inquires basic security requirements from requesting party. The same is endorsed to the Chief of the Presidential Security Section	None	30 minute/s	<ul style="list-style-type: none"> • Administrative Staff; University Safety and Security Office 			
	1.2. Chief of the Presidential Security Section reviews the request, coordinates with the requesting party for further requirements, prepares appropriate Security Plan. The said documents are forwarded to the Director for approval.		3 working day/s	<ul style="list-style-type: none"> • Chief of Presidential Security Section; University Safety and Security Office 			
	1.3. Director cascades the approved request and Security Plan to the PSS for implementation.		1 working day/s	<ul style="list-style-type: none"> • Director Chief of Presidential Security Section Security Escorts; University Safety and Security Office 			
2. Release of Photocopy of Approved Request with attached Security Plan Location: University Security and Safety Office, Ground Floor, Charlie Del Rosario Building, PUP Sta. Mesa, Anonas St.	2. Chief of Presidential Security Section provides a copy of the approved request and discusses the details of the Security Plan to the requesting party.	None	30 minute/s	<ul style="list-style-type: none"> • Chief of Presidential Security Section; University Safety and Security Office 			
Total Processing Time:		Working Days: 4 working day/s, 1 hour/s					
Total Processing Fee:		Total Standard Fee: None					

2. Request for Campus Access

Ensures the safety and security of the university community by regulating and monitoring the entry of non-PUP individuals. This service establishes a clear, efficient process for external clients to request entry approval, promoting accountability and compliance with campus security protocols.

Office or Division:	University Safety and Security Office							
Category:	External Service							
Classification:	Simple							
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)							
Who may avail:	Transacting to Client or Citizen							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Any Valid Identification Card/Document <ul style="list-style-type: none"> • School • Company • Government Institutions (e.g Department of Foreign Affairs, Philippine Postal Office) 								
2. Letter of Request Approved by any executive office of the university (1) Photo Copy		Agency - Division: PUP - Executive Offices						
3. Letter of Request (1) Original Copy And (2) Photo Copy		Applicant / Client						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit request letter approved by any office of the university to University Security and Safety Office. The letter should contain the date, exact venue or office / facility to visit, and complete list of non-PUP individuals entering the campus. Location: University Security and Safety Office, Ground Floor, Charlie Del Rosario Building, PUP Sta. Mesa, Anonas St.	1.1. Receive the request letter and check for completeness of required details and accuracy of information. If incomplete, the client is informed to provide the missing details.	None	5 minute/s	• Administrative Staff; University Safety and Security Office				
	1.2. Endorse the letter to the Chief of Operation for evaluation for checking of compliance with campus security protocols.		3 minute/s	• Administrative Staff; University Safety and Security Office				
	1.3. Chief of Security Operations approves or denies request based on security considerations.		2 minute/s	• Chief of Security Operations; University Safety and Security Office				
2. Receipt of Approved / Disapproved Request Letter Location: University Security and Safety Office, Ground Floor, Charlie Del Rosario Building, PUP Sta. Mesa, Anonas St.	2. The client receives the approved / disapproved request letter. The University Security and Safety Office personnel forwards the approved request to the guards at the entry point for checking and cross-referencing of individuals arriving on campus.	None	5 minute/s	• Administrative Staff; University Safety and Security Office				
Total Processing Time:		Working Days: 15 minute/s						
Total Processing Fee:		Total Standard Fee: None						

3. Request for CCTV Footage Review

The University Security and Safety Office may allow for review of CCTV footage/coverage for evidential purposes.

Office or Division:	University Safety and Security Office						
Category:	External Service						
Classification:	Complex						
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)						
Who may avail:	Transacting Client or Citizen						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Request Letter (1) Original Copy							
Applicant / Client							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. The client submits Request Letter to the University Security and Safety Office. Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	1.1. Intake Officer receives the letter, notes basic details of the request, forwards the same to the Chief of Security Administration.	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; University Safety and Security Office 			
	1.2. Chief of Security Personnel Administration reviews the validity of the request. Letter is then forwarded to the Director for approval,		1 working day/s	<ul style="list-style-type: none"> Chief of Security Personnel Administration; University Safety and Security Office 			
	1.3. Director approves/denies request based on his final review of the legality of the request.		1 working day/s	<ul style="list-style-type: none"> Director; University Safety and Security Office 			
	1.4. Director endorses the approved request to the CCTV Monitoring and Surveillance Staff and Investigation Officer to carry out the request		1 working day/s	<ul style="list-style-type: none"> Director, CCTV Monitoring and Surveillance Staff, Investigation Officer; University Safety and Security Office 			
	1.5. CCTV Monitoring & Surveillance Staff, Investigation Officer together with the client, reviews the footage based on the requested details.		30 minute/s	<ul style="list-style-type: none"> CCTV Monitoring and Surveillance Staff, Investigation Officer; University Safety and Security Office 			
Total Processing Time:		Working Days: 3 working day/s, 35 minute/s					
Total Processing Fee:		Total Standard Fee: None					

4. Campus Activity Security Provision

Provision of appropriate security plans, measures, and security personnel to ensure the safety of the participants, guest, and the entire PUP community whenever activities are held in the University grounds.

Office or Division:	University Safety and Security Office
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Private and Government Entities
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Approved Letter of Request by any Executive Offices of the University (1) Original Copy And (2) Photo Copy				
Agency - Division: PUP - Any PUP Executive Office				
2. Approved Venue Request Form (1) Photo Copy				
Agency - Division: PUP - Facility Management Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submits to University Security and Safety Office the approved Request Letter from any Executive Offices of PUP. Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	1.1. Receives and checks the approved Request Letter/ Confirms the executive advisory. 1.2. The Intake Officer evaluates the Request Letter and forwards it to the Chief of Operations for approval. 1.3. The Chief of Operations signs the Request Letter, attaches the appropriate Security Plan, and forwards the same to the Security Officer for dissemination to the concerned Operations Officer and implementing Security Personnel.	None	3 minute/s 5 minute/s 2 minute/s	<ul style="list-style-type: none"> Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office
2. Release of photocopy of approved request with attached Security Plan Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	2. Operations Officer discusses the Security Plan to the requesting party.	None	2 hour/s	<ul style="list-style-type: none"> Chief of Operations, Security Officer, Operations Officer, Security Personnel; University Safety and Security Office
Total Processing Time:	Working Days: 2 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Internal Services

Accounting Department

1. Request for Certificate of No Unliquidated Cash Advance

This service is given to officers and employees requesting Cash Advance to implement programs and projects of the University. The issuance of this certificate is required in compliance with COA Circular No. 2012-01 “*Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions*”, Section 1.1, “*No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is first liquidated and accounted for in the books*”

Office or Division:	Accounting Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty Members and Administrative Employees of PUP			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Service Request Form (1) Electronic Copy	Applicant / Client			
Remarks:				
Visit the PUP SINTA (https://pupsinta.freshservice.com/support/home)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request via the PUP SINTA portal or in person. Location: https://pupsinta.freshservice.com/support/home Financial Reporting Section-Accounting Department, Ground Floor, South Wing, PUP Main Building	1.1. Acknowledge the receipt of the request for the Certificate of No Unliquidated Cash Advance. 1.2. Verify from the existing google sheet monitoring whether the requesting client has existing Cash Advance 1.3. If there is no existing Cash Advance, a Certificate of No Unliquidated Cash Advance signed by the authorized signatory will be issued. Otherwise, a Certificate with Existing Cash Advance will be issued. Countersign the certificate then forward it to the Director for signature. 1.4. Sign the certificate.	None	5 minute/s	• Administrative Staff; Financial Reporting Section
			2 hour/s	• Administrative Staff; Financial Reporting Section
			2 hour/s	• Director; Accounting Department
			2 hour/s	• Director; Accounting Department
2. Claim the request to the Accounting Department Location: Accounting Department, Ground Floor, South Wing, PUP Main Building	2. Give the Log Book to the Requester to signify proof of receipt. If the request was made thru PUP Sinta, it will be sent via email.	None	10 minute/s	• Administrative Staff; Financial Reporting Section

3. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	3. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Administrative Staff; Financial Reporting Section
Total Processing Time:	Working Days: 6 hour/s, 25 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Certificate of Take Home Pay

Take Home Pay Certificates are issued upon request of the employee for any legal purpose it may serve.

Office or Division:	Accounting Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty members and administrative employees of PUP
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Original Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
<https://pupsinta.freshservice.com/support/home>

2. PUP ID

PUP issued ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an online request through the PUP SINTA portal. Note: If the client request a hard copy of the certificate with a physical signature, the client may visit Payroll Section to make the request. Location: https://pupsinta.freshservice.com/support/home	1.1. Check, review and receive the request tickets in the PUP SINTA portal	None	10 minute/s	• Payroll Staff; Payroll Section
	1.2. Verify if the name is included in the payroll period being requested		10 minute/s	• Payroll Staff; Payroll Section
	1.3. Generate and review the accuracy of the Certificate of Take Home Pay		10 minute/s	• Chief; Payroll Section
	1.4. Release the certificate to the client via the PUP SINTA platform		10 minute/s	• Payroll Staff; Payroll Section
	1.5. Sign the Certificate of Take Home Pay		30 minute/s	• Chief; Payroll Section
2. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	2. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Payroll Staff; Payroll Section
Total Processing Time:		Working Days: 1 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Request for Issuance of Fund Status Report

Fund Status Report is a document needed by the project proponents and implementers to check and verify the utilization of funds. It is an important document that needs to be submitted to the sponsoring agency after they fully utilize the funds or whatever is spent during the implementation of the project.

Office or Division:	Accounting Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty Members and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy	Applicant / Client			
Remarks:	Letter addressed to the Director of the Accounting Department for the Issuance of Fund Status Report			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request to the Financial Reporting Section via PUP Sinta or in person. Location: Financial Reporting Section-Accounting Department, Ground Floor, South Wing, PUP Main Building https://pupsinta.freshservice.com/support/home	1.1. Receive and acknowledge the request. 1.2. Verify and check the collection and disbursement made against the fund through AVPTS and google sheet monitoring. 1.3. Prepare Fund Status Report 1.4. Review all the data indicated in the Fund Status Report prior the signature of the Chief of Financial Reporting Section. 1.5. Notify the requester thru DTS of PUP Sinta	None	10 minute/s 8 hour/s 10 minute/s 30 minute/s 2 minute/s	<ul style="list-style-type: none"> Administrative Staff; Financial Reporting Section Administrative Staff; Financial Reporting Section Administrative Staff; Financial Reporting Section Chief; Financial Reporting Section Administrative Staff; Financial Reporting Section
2. Receive the Fund Status Report Location: Financial Reporting Section-Accounting Department, Ground Floor, South Wing, PUP Main Building	2. Give the logbook to the requester to sign	None	1 minute/s	<ul style="list-style-type: none"> Administrative Staff; Financial Reporting Section
3. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	3. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Financial Reporting Section
Total Processing Time:	Working Days: 9 hour/s, 3 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Alumni Relations and Career Development Office

1. Issuance of Certification of Memorandum of Agreement or Understanding Availability

The purpose of this document is to confirm the availability of the Academe-Industry Memorandum of Agreement or Understanding of a certain PUP Partner industry/company/agency/institution which is stored in the Database of the Alumni Relations and Career Development Office. This certification only attest Memorandum of Agreement/ Understanding forged by this Office.

Office or Division:	Alumni Relations and Career Development Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. Gate Pass Through PUP Visitor's Lounge or Appointment System (VASS)**
(Sample: None Nonne)

Agency - Division: Polytechnic University of the Philippines - Visitor Lounge or Appointment System (VASS)

Remarks:

Remarks:

For scheduled visit and walk in : Visitor Lounge
or <https://apps.pup.edu.ph/appointment>

2. The Students of PUP can present

Any of the following:

2.A. PUP Student Identification Card (PUP ID)

(1) Original Copy And (1) Photo Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services

2.B. Certificate of Registration (COR)

(1) Original Copy And (1) Photo Copy Or (1) Electronic Copy

Applicant / Client

2.C. Certificate of Grades (COG)

(1) Original Copy And (1) Photo Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar

3. Letter of Request stating the Purpose of Request

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. 1.Approach Receiving Clerk or email request at career_alumni@pup.edu.ph. Location: PUP Career Center, (3F) Sampaguita Building Notes/Instruction: For Online Client: Email at citizencharter@pup.edu.ph or 63253351756 For Walk-in Client PUP Career Center</p> <p>2.The Client may choose to file their request</p>	<p>1. Greet the client or acknowledge client request before issuance of the Student/Alumni Request Form (PUP-STRF-5-ARCD-006)</p>	None	2 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and Career Development Office
For Walk-in Client 2.A.Receive, fill out, and return the properly filled-out Student/Alumni	2.A.1. Receive and check the completeness of filled-out Student/Alumni Request Form (PUP-	None	4 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Alumni Relations and

<p>Request Form (PUP-STRF-5-ARCD-006). Location: PUP Career Center, (3F) Sampaguita Building</p>	<p>STRF-5-ARCD-006) and informed the client on the next step</p>		<p>Career Development Office</p> <ul style="list-style-type: none"> • Section Chief; Alumni Relations and Career Development Office
	<p>2.A.2. Verify the Availability or Unavailability of the Memorandum of Agreement or Understanding in the Database after the Approval of Student/Alumni Request Form (PUP-STRF-5-ARCD-006).</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
	<p>2.A.3. Prepare the Certification of Memorandum of Agreement or Understanding Availability or Unavailability after verification</p>	<p>6 hour/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
<p>For Online Client 2.B.2.B.Receive, fill out, and return the filled-out Student/Alumni Request Form (PUP-STRF-5-ARCD-006) through email Location: For Online Client: Email at citizen.alumni@pup.edu.ph</p>	<p>2.B.1. Receive, acknowledge, and check the completeness of the Student/Alumni Request Form (PUP-STRF-5-ARCD-006) before printing for the Director Approval</p>	<p>None</p>	<p>4 hour/s</p> <ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office
	<p>2.B.2. Verify the Availability or Unavailability of the Memorandum of Agreement or Understanding in the Database after the Approval of Student/Alumni Request Form (PUP-STRF-5-ARCD-006).</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career Development Office • Director; Alumni Relations and Career Development Office
	<p>2.B.3. Prepare the Certification of Memorandum of Agreement or Understanding Availability or Unavailability after verification</p>	<p>6 hour/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; Alumni Relations and Career Development Office • Section Chief; Alumni Relations and Career

				Development Office • Director; Alumni Relations and Career Development Office
3. Receive the requested document Location: PUP Career Center, (3F) Sampaguita Building Notes/Instruction: For Online Client: Email at career_alumni@pup.edu.ph or 63253351756 For Walk-in Client PUP Career Center	3. Release or send the requested Certification to the client	None	4 hour/s	• Administrative Aide III; Alumni Relations and Career Development Office
Total Processing Time:				
*For For Walk-in Client	Working Days: 3 working day/s			
*For For Online Client	Working Days: 3 working day/s			
Total Processing Fee:				
*For For Walk-in Client	Total Standard Fee: None			
*For For Online Client	Total Standard Fee: None			

Budget Services Office

1. First Stage of Allotment Certification

This service is to facilitate the issuance of obligational authority in the form of *Obligation Request and Status (ORS)* or *Budget Utilization Request and Status (BURS)* for the release of funds of various offices and campuses of the University. This is applicable to all types of requests with disbursement vouchers from the Accounting Department.

Office or Division:	Budget Services Office							
Category:	Internal Service							
Classification:	Complex							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	All faculty & employees							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Disbursement Voucher and other applicable requirements based on the nature of the request (1) Original Copy Agency - Division: PUP - Accounting Department								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Sign in the Client Log Book in the office receiving area Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	1. Give the Log Book to the client	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Budget Services Office 				
2. Submit the accomplished disbursement voucher and the applicable requirements to the Budget Services Office (BSO) Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	2.1. Receive the documents and the Document Tracking System (DTS) Number	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Budget Services Office 				
	2.2. Stamp –received all submitted documents indicating the date and time received		5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Budget Services Office 				
	2.3. Assign Document Tracking System (DTS) Number to the concerned Budget Officer		5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Budget Services Office 				
	2.4. Evaluate the request and prepare the Working Paper/Ledgers, Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) and route the Document Tracking System (DTS) Number		3 working day/s, 10 hour/s, 50 minute/s	<ul style="list-style-type: none"> • Budget Officer; Budget Services Office 				
	2.5. Review the working paper/ledger, Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) and route the Document Tracking System (DTS) Number		1 working day/s, 10 hour/s, 40 minute/s	<ul style="list-style-type: none"> • Chief, Operations Section; Budget Services Office 				
	2.6. Release the hardcopy of reviewed obligational authority to the concerned sector head/HR director for signature and route the Document Tracking System (DTS) Number		1 working day/s	<ul style="list-style-type: none"> • Administrative Staff; Budget Services Office 				
Total Processing Time:	Working Days: 6 working day/s, 10 hour/s, 50 minute/s							
Total Processing Fee:	Total Standard Fee: None							

2. Second Stage of Allotment Certification

This service is to facilitate the issuance of obligational authority in the form of Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) for the release of funds of various offices and campuses of the University. This is applicable to all types of requests with disbursement vouchers from the Accounting Department.

Office or Division:	Budget Services Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All faculty members & employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Signed Box A of Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS), Disbursement Voucher and other applicable requirements based on the nature of the request (1) Original Copy		Agency - Division: PUP - Sector Head/HR Director		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client Log Book in the office receiving area Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	1. Give the Log Book to the client	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
2. Submit the Box A signed Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS), disbursement voucher and other applicable documents Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	2.1. Receive the Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS), disbursement voucher and other applicable requirements from concerned sector head/HR Director including the Document Tracking System (DTS) Number and forward the same to the Budget Director for signature of Box B of Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
	2.2. Review the Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS)		1 working day/s, 10 hour/s, 35 minute/s	<ul style="list-style-type: none"> Director; Budget Services Office
	2.3. Sign Box B of Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) and route the Document Tracking System (DTS) Number		15 minute/s	<ul style="list-style-type: none"> Director; Budget Services Office
	2.4. Release obligational authority to the Director of the Accounting Department and route the Document Tracking System (DTS) Number		10 hour/s, 50 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
Total Processing Time:		Working Days: 2 working day/s, 10 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Issuance of Budget Allocation Form (BAF)

This service is to facilitate the issuance of Budget Allocation Form (BAF) which contains the approved budgetary allocation for a program/activity/project and serves as basis for the content of the Special Order (SO).

Office or Division:	Budget Services Office			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All faculty members and employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter request duly endorsed by the Sector Head specifying the intended program/activity/project to be funded and supporting documents (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client Log Book in the office receiving area Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	1. Give the Log Book to the client	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
2. Submit the letter request and the supporting documents to the Budget Services Office (BSO) Location: Budget Services Office Ground Floor, Room S103, PUP Main Building	2.1. Receive the documents and Document Tracking System (DTS) Number	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
	2.2. Stamp –received all submitted documents indicating the date and time received		5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
	2.3. Assign Document Tracking System (DTS) Number to the concerned Budget Officer		5 minute/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
	2.4. Evaluate and prepare the Budget Allocation Form (BAF) and route the Document Tracking System (DTS) Number		14 working day/s, 10 hour/s, 30 minute/s	<ul style="list-style-type: none"> Budget Officer; Budget Services Office
	2.5. Review the Budget Allocation Form (BAF) and route the Document Tracking System (DTS) Number		3 working day/s	<ul style="list-style-type: none"> Chief, Technical Section; Budget Services Office
	2.6. Approve the Budget Allocation Form (BAF) - BSO Director level and route the Document Tracking System (DTS) Number		1 working day/s	<ul style="list-style-type: none"> Director; Budget Services Office
	2.7. Release the hardcopy of the Budget Allocation Form (BAF) to the Office of the Vice President for Planning and Finance (OVPPF) for recommending approval to the President and route the Document Tracking System (DTS) Number		1 working day/s	<ul style="list-style-type: none"> Administrative Staff; Budget Services Office
Total Processing Time:		Working Days: 19 working day/s, 10 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Campus Administrative Office

1. Circulation Services

This is to facilitate the borrowing of materials and other hand tools such as ladders, detachable stairs, plastic tables, plastic chairs, construction hand tools and the like

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP administrative staff & Faculty			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Intent duly signed by the Campus Director (1) Original Copy		Applicant / Client		
2. PUP ID PUP Issued Identification card (1 photocopy, front and back)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Administrative Office PUP Campus	1. Give the logbook to the client	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP Campus; Campuses
2. Submit letter of intent to Administrative Office* Location: Administrative Office PUP Campus Notes/Instruction: <i>*No need for step # 2, only signing in the logbook and borrower's slip are needed</i>	2.1. Accept approved letter of intent	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP Campus; Campuses
	2.2. Acknowledge receipt of letter of intent stamped with "Received" and accepts		1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP Campus; Campuses
	2.3. Check availability of equipment based on quantity requested and scheduled date		1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP Campus; Campuses
	2.4. If available- requestee will be requested to fill out the borrowers Slip		1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP Campus; Campuses
	2.5. Borrower slip number/code will be given for claiming of borrowed items.		1 minute/s	<ul style="list-style-type: none"> • Administrative Staff Administrative Office PUP

				Campus; Campuses
	2.6. If not available requestee will be immediately informed		1 minute/s	• Administrative Staff Administrative Office PUP Campus; Campus; Campuses
3. Return to the Administrative Office a day before the date of use and present the borrowers slip number/code. Location: Administrisrative Office, PUP Campus	3.1. Verify the presented borrowers slip number / code.	None	2 minute/s	• Administrative staff; Campuses
	3.2. Require the client to submit PUP ID as collateral for the borrowed items.		1 minute/s	• Administrative staff; Campuses
	3.3. Issue the equipment to the client		2 minute/s	• Administrative staff; Campuses
4. After the use of the borrowed items, return to Administrative Office with a maximum of 1 day from the date of borrowing. Location: Administrative Office, PUP Campus	4.1. Check the interns	None	1 minute/s	• Administrative staff; Campuses
	4.2. Return the ID to the requestor.		2 minute/s	• Administrative staff; Campuses
Total Processing Time:		Working Days: 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus

- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

2. Consultation and Treatment Services for Emergency Dental Cases of Faculty and Administrative Employees (With Referral)

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Goes to receiving area and states the reason for consultation or chief complaint Location: <i>Dentist/Dental Aide, Dental Clinic</i> PUP Campus	1.1. Ask for the patient's chief complaint	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.2. Takes patient's vital signs		2 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.3. Assess and evaluates the condition of the patient by oral examination and medical history		2 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.4. Provide immediate treatment/intervention.		1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.5. With referral: 1.5.1. Refer to medical Section. 1.5.2. Explain reason for referral 1.5.3. Prepare referral form to nearby hospital for patient's further evaluation and management 1.5.4. Prepares emergency transport vehicle for conduction of patient.		5 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
2. Proceed to receiving area Location: <i>Dentist/</i> <i>Dental Aide, Dental Clinic</i> PUP Campus	2. Dispensing of initial dose of medicine if available with instructions.	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
3. Fill-out and sign in the Daily Treatment Record (DTR) Location: <i>Dentist/</i> <i>Dental Aide,</i> <i>Dental Clinic</i> PUP Campus	3. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
Total Processing Time:		Working Days: 13 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

3. Consultation and Treatment Services for Emergency Medical Cases of Faculty and Administrative Employees (With Referral)

Emergency consultation and treatment refers to an urgent medical attention / treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and state the reason for consultation or chief complaint Location: <i>Physician/Nurse, Medical Clinic</i> PUP Campus	1.1. Inquire of the patient's chief complaint and probes about patient inquiry or illness	None	1 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
	1.2. Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate)		2 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
	1.3. Assess and evaluates the condition of the patient by physical examination and medical history.		2 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
	1.4. Provide immediate treatment / intervention		2 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
	1.5. With referral: Explain the purpose of referral and prepares referral form		2 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
	1.6. With referral: Prepare emergency transport vehicle for conduction of patient.		3 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
2. Proceed to receiving area Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	2. Dispense initial dose of medicine if available with instruction.	None	1 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
3. Fill out and sign in the Daily Treatment Record (DTR) Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	3. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse Medical Clinic PUP Campus;

Total Processing Time:	Working Days: 14 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

4. Consultation and Treatment Services for Non-Emergency Medical Cases of Faculty and Administrative Employees (For New Patients)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation and treatment of a patient.

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and state the reason for consultation or chief complaint. Location: <i>Medical Clinic</i> PUP Campus	1.1. Ask for the chief complaint 1.2. Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate) 1.3. Instructs patient to proceed at consultation area.	None	1 minute/s	• Physician/Nurse; Campuses
			2 minute/s	• Physician/Nurse; Campuses
			1 minute/s	• Physician/Nurse; Campuses
2. Provide necessary information and submits to physical examination Location: <i>Medical Clinic</i> PUP Campus	2.1. Take medical history and performs physical examination of the patient 2.2. Provide treatment	None	5 minute/s	• Physician/Nurse; Campuses
			5 minute/s	• Physician/Nurse; Campuses
3. Listen to home instructions; date of follow-up and specialist to consult or laboratory request if indicated / as necessary. Location: <i>Medical Clinic</i> PUP Campus	3. Provide discharge instructions, date of follow-up, prepare referral slip to specialist or laboratory request if indicated or as need arises	None	4 minute/s	• Physician/Nurse; Campuses
4. Proceed to receiving area and present prescription of medicine and/or referral slip (for specialist or laboratory) as indicated. Location: <i>Medical Clinic</i> PUP Campus	4. Dispense initial dose of medicines if available and advises home instruction, referral and date of follow-up	None	1 minute/s	• Physician/Nurse; Campuses
5. Fill out and sign the Daily Treatment Record Location: <i>Medical Clinic</i> PUP Campus	5. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse; Campuses

General Remarks

For New Patients:

No requirements needed.

Total Processing Time:	Working Days: 20 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

5. Issuance of Annual Medical Clearance (With Referral)

The Annual Medical Clearance is given to faculty and administrative employees after complying with the required annual physical examination

Office or Division:	Campus Administrative Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty, Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS WHERE TO SECURE

For Situational Requirement

A. For Regular and Temporary Faculty Designee

Sub Situational Requirements/s

A.a. For less than 35 years old

A.a.1. Laboratory results – Chest X-ray with 1-year validity; Pap Smear (optional), CBC, urinalysis and fecalysis with 1-month validity; other laboratory as deemed necessary
(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

A.b. For 35 years and above

A.b.1. Laboratory results - CBC, Urinalysis and Fecalysis with 1-month validity; Chest X-ray with 1-month validity; ECG, Blood Chemistry (FBS, Cholesterol, Triglycerides, Blood Uric Acid, Creatinine, Blood Urea Nitrogen, SGPT) with 6-month validity; Pap Smear (optional), other laboratory as deemed necessary.
(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

B. For Part-time Faculty Members

B.1. Medical Certificate from attending physician or

(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

B.2. Laboratory results as stated above

(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

C. Administrative Employees

C.1. Chest X-ray (PA) with validity of 1 year at the time of examination

(1) Original Copy

Agency - Division: Accredited laboratory facility/hospital - Accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

C.2. Other laboratory as deemed necessary

(1) Original Copy

Remarks:

Any accredited laboratory facility/hospital of choice of the client

Agency - Division: Accredited laboratory facility/hospital - Accredited laboratory facility/hospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to receiving area and request for issuance of annual medical clearance. Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	1. Ask the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present laboratory results required Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	2.1. Check the requirement 2.2. Retrieve his/her medical record 2.3. Assist patient to consultation area.	None	1 minute/s 1 minute/s 1 minute/s	• Physician/Nurse; Campuses • Physician/Nurse; Campuses • Physician/Nurse; Campuses
3. Proceed to consultation area and submits laboratory results Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	3.1. Assess/ evaluate laboratory results upon receipt of document 3.2. Take medical history and performs physical examination 3.3. With referral: Explain the reason for referral and prepares referral form to clinics / hospital of choice for further evaluation and management	None	2 minute/s 2 minute/s 2 minute/s	• Physician/Nurse; Campuses • Physician/Nurse; Campuses • Physician/Nurse; Campuses
4. Fill out and sign the Daily Treatment Record / DTR Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	4. Assist client in filling out the Registration Form / DTR	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 11 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus

- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

6. Issuance of Dental Clearance (With Referral)

The Dental Clearance is issued to faculty members and administrative employees who had been examined by the dentist and complied with the required treatment

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to receiving area of the Dental clinic and request for dental clearance. Location: <i>Dental Clinic</i> PUP Branch/ Campus	1. Ask for the reason of visit.	None	1 minute/s	• Dentist/Dental Aide; Campuses
2. Fill out the dental chart Location: <i>Dental Clinic</i> PUP Branch/ Campus	2. Assist patient in filling up the dental chart.	None	1 minute/s	• Dentist/Dental Aide; Campuses
3. Proceed to treatment area and present the dental chart. Location: <i>Dental Clinic</i> PUP Branch/ Campus	3.1. Assess /Evaluate the oral status of the patient.	None	2 minute/s	• Dentist; Campuses
	3.2. Take medical history and performs oral examination.		2 minute/s	• Dentist; Campuses
	3.3. With referral: a. Explain reason for referral to patient before dental clearance will be issued.		2 minute/s	• Dentist; Campuses
	3.4. With referral: b. Prepare referral form for nearby specialist dentist.		2 minute/s	• Dentist; Campuses
4. Fill out and sign the Daily Treatment Record Location: <i>Dental Clinic</i> PUP Branch/ Campus	4. Assist patient in filling out the Daily Treatment Record	None	1 minute/s	• Dentist/ Dental Aide; Campuses
Total Processing Time:	Working Days: 11 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus

- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

7. Issuance of Dental Clearance (Without Referral)

The Dental Clearance is issued to faculty members and administrative employees who had been examined by the dentist and complied with the required treatment

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to receiving area of the Dental clinic and request for dental clearance. Location: <i>Dental Clinic</i> PUP Branch/ Campus	1. Ask for the reason of visit.	None	1 minute/s	• Dentist/Dental Aide; Campuses
2. Fill out the dental chart Location: <i>Dental Clinic</i> PUP Branch/ Campus	2. Assist patient in filling up the dental chart.	None	1 minute/s	• Dentist/Dental Aide; Campuses
3. Proceed to treatment area and present the dental chart. Location: <i>Dental Clinic</i> PUP Branch/ Campus	3.1. Assess /Evaluate the oral status of the patient.	None	2 minute/s	• Dentist; Campuses
	3.2. Take medical history and performs oral examination.		2 minute/s	• Dentist; Campuses
	3.3. Without referral: Issuance of dental clearance.		2 minute/s	• Dentist; Campuses
4. Fill out and sign the Daily Treatment Record Location: <i>Dental Clinic</i> PUP Branch/ Campus	4. Assist patient in filling out the Daily Treatment Record	None	1 minute/s	• Dentist/ Dental Aide; Campuses
Total Processing Time:	Working Days: 9 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus
 - Mariveles, Bataan Campus
 - Cabiao, Nueva Ecija Campus
 - Pulilan, Bulacan Campus
 - Santa Rosa City, Laguna Campus
 - Biñan City, Laguna Campus
 - San Pedro City, Laguna Campus

- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

8. Consultation and Treatment Services for Emergency Dental Cases of Faculty and Administrative Employees (Without Referral)

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Goes to receiving area and states the reason for consultation or chief complaint <i>Dentist/Dental Aide, Dental Clinic</i> PUP Campus	1.1. Ask for the patient's chief complaint	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.2. Takes patient's vital signs		2 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.3. Assess and evaluates the condition of the patient by oral examination and medical history		2 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.4. Provide immediate treatment/intervention.		1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
	1.5. Without referral: Discharge instructions that include medication, activity, home advise and follow-up.		1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
2. Proceed to receiving area Location: <i>Dentist/</i> <i>Dental Aide, Dental Clinic</i> PUP Campus	2. Dispensing of initial dose of medicine if available with instructions.	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
3. Fill-out and sign in the Daily Treatment Record (DTR) Location: <i>Dentist/</i> <i>Dental Aide,</i> <i>Dental Clinic</i> PUP Campus	3. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Dentist/ Dental Aide, Dental Clinic PUP Campus; Campuses
Total Processing Time:		Working Days: 9 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

9. Consultation and Treatment Services for Non-Emergency Dental Cases of Faculty and Administrative Employees (New Patients)

Non-emergency dental consultation and treatment refers to the provisions of dental advice and counseling by a dentist and establish treatment, prognosis and therapy

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and state the reason for consultation or chief complaint Location: <i>Dental Clinic</i> PUP Campus	1.1. Ask for the chief complaint	None	1 minute/s	• Dentist/ Dental Aide; Campuses
	1.2. Take patient's vital sign		2 minute/s	• Dentist/ Dental Aide; Campuses
	1.3. Instruct patient to proceed at treatment area		2 minute/s	• Dentist/ Dental Aide; Campuses
2. Provide necessary information and submits to oral examination Location: <i>Dental Clinic</i> PUP Campus	2.1. Take medical history and performs oral examination of the patient	None	5 minute/s	• Dentist/ Dental Aide; Campuses
	2.2. Provide treatment		2 minute/s	• Dentist/ Dental Aide; Campuses
3. Listen to home instructions, date of follow-up Location: <i>Dental Clinic</i> PUP Campus	3. Discharge instructions, date of follow-up	None	2 minute/s	• Dentist/ Dental Aide; Campuses
4. Proceed to receiving area and give prescription of medicine and/or referral slip Location: <i>Dental Clinic</i> PUP Campus	4. Dispensing of initial dose of medicines if available and advises home instruction, referral and date of follow-up.	None	3 minute/s	• Dentist/ Dental Aide; Campuses
5. Fills out and sign the Daily Treatment Record Location: <i>Dental Clinic</i> PUP Campus	5. Assists patient in filling out the Daily Treatment Record	None	1 minute/s	• Dentist/ Dental Aide; Campuses
Total Processing Time:		Working Days: 18 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

10. Consultation and Treatment Services for Non-Emergency Dental Cases of Faculty and Administrative Employees (For Follow-up Cases)

Non-emergency dental consultation and treatment refers to the provisions of dental advice and counseling by a dentist and establish treatment, prognosis and therapy

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Dental X-Ray result (1) Original Copy		Agency - Division: Any government or private diagnostic center - Any government or private diagnostic center		
2. Dental Certificate from a specialist (1) Original Copy		Agency - Division: From any government or private specialist - From any government or private specialist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and states the reason for consultation or chief complaint Location: <i>Dental Clinic</i> PUP Campus	1.1. Ask the name of patient and date of previous consultation 1.2. Retrieve patients dental record 1.3. Instruct patient to proceed at treatment area	None	1 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
			2 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
			1 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
2. Proceed to Treatment area and present documents requested Location: <i>Dental Clinic</i> PUP Campus	2.1. Check the document submitted and performs oral examination 2.2. Provide treatment.	None	7 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
			3 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
3. Listen to home instruction, date of follow-up when necessary Location: <i>Dental Clinic</i> PUP Campus	3. Discharge instructions, date of follow-up, when necessary	None	2 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
4. Proceed to receiving area and gives prescription of medicine and/or referral slip for specialist Location: <i>Dental Clinic</i> PUP Campus	4. Medicines if available and advises home instruction, referral slip and date of follow-up	None	3 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses
5. Fill out and signs the Daily Treatment Record Location: <i>Dental Clinic</i> PUP Campus	5. Assist patient n filling out the Daily Treatment Record	None	1 minute/s	<ul style="list-style-type: none"> • Dentist/ Dental Aide; Campuses

Total Processing Time:	Working Days: 20 minute/s
Total Processing Fee:	Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

11. Consultation and Treatment Services for Emergency Medical Cases of Faculty and Administrative Employees (Without Referral)

Emergency consultation and treatment refers to an urgent medical attention / treatment given to an individual that needs immediate care.

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and state the reason for consultation or chief complaint <i>Medical Clinic</i> PUP Campus	1.1. Inquire of the patient's chief complaint and probes about patient inquiry or illness 1.2. Take patient's vital signs (Blood Pressure, Temperature, Respiratory Rate, Pulse Rate) 1.3. Assess and evaluates the condition of the patient by physical examination and medical history. 1.4. Provide immediate treatment / intervention 1.5. Without referral: Provide discharge instructions that include medication, activity, home advise and follow-up	None	1 minute/s	• Physician/Nurse ; Campuses
			2 minute/s	• Physician/Nurse ; Campuses
			2 minute/s	• Physician/Nurse ; Campuses
			2 minute/s	• Physician/Nurse ; Campuses
			1 minute/s	• Physician/Nurse; Campuses
2. Proceed to receiving area Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	2. Dispense initial dose of medicine if available with instruction.	None	1 minute/s	• Physician/Nurse Medical Clinic PUP Campus; Campuses
3. Fill out and sign in the Daily Treatment Record (DTR) Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	3. Assist patient in filling out the Daily Treatment Record.	None	1 minute/s	• Physician/Nurse Medical Clinic PUP Campus;
Total Processing Time:	Working Days: 10 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

- Campuses
 - Taguig City Campus
 - San Juan City Campus
 - Quezon City Campus
 - Parañaque City Campus

- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

12. Consultation and Treatment Services for Non-Emergency Medical Cases of Faculty and Administrative Employees (For Follow-up Cases)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation and treatment of a patient.

Office or Division:	Campus Administrative Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Faculty, Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Ancillary/laboratory results (1) Original Copy	Agency - Division: Any DOH accredited diagnostic laboratory center or hospital - Any DOH accredited diagnostic laboratory center or hospital			
2. Medical Certificate from a Specialist / recommendation (1) Original Copy	Agency - Division: From any government or private specialist - From any government or private specialist			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Go to receiving area and state the reason for consultation or chief complaint Location: <i>Medical Clinic</i> PUP Campus	1.1. Ask the name of the patient and date of previous consultation 1.2. Retrieve patient's medical record 1.3. Instruct patient to proceed at consultation area.	None	1 minute/s	• Physician/Nurse; Campuses
			5 minute/s	• Physician/Nurse; Campuses
			1 minute/s	• Physician/Nurse; Campuses
2. Proceed to consultation area and present documents requested Location: <i>Medical Clinic</i> PUP Campus	2.1. Check the document and perform physical examination 2.2. Provide treatment	None	10 minute/s	• Physician/Nurse; Campuses
			5 minute/s	• Physician/Nurse; Campuses
3. Listen to home instructions, date of follow-up when necessary Location: <i>Medical Clinic</i> PUP Campus	3. Provides discharge instructions, date of follow-up, when necessary	None	2 minute/s	• Physician/Nurse; Campuses
4. Proceed to receiving area and present prescription of medicine and/or referral slip (for specialist or laboratory) as indicated Location: <i>Medical Clinic</i> PUP Campus	4. Dispense initial dose of medicines if available and advise home instruction, referral and date of follow-up	None	2 minute/s	• Physician/Nurse; Campuses

5. Fill out and sign the Daily Treatment Record Location: <i>Medical Clinic</i> PUP Campus	5. Assist patient in filling out the Daily Treatment Record	None	1 minute/s	• Physician/Nurse; Campuses
General Remarks For New Patients: No requirements needed.				
Total Processing Time:	Working Days: 27 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

13. Issuance of Annual Medical Clearance (Without Referral)

The Annual Medical Clearance is given to faculty and administrative employees after complying with the required annual physical examination

Office or Division:	Campus Administrative Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty, Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For Situational Requirement

A. For Regular and Temporary Faculty Designee

Sub Situational Requirements/s

A.a. For less than 35 years old

A.a.1. Laboratory results – Chest X-ray with 1-year validity; Pap Smear (optional), CBC, urinalysis and fecalysis with 1-month validity; other laboratory as deemed necessary
(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

A.b. For 35 years and above

A.b.1. Laboratory results - CBC, Urinalysis and Fecalysis with 1-month validity; Chest X-ray with 1-month validity; ECG, Blood Chemistry (FBS, Cholesterol, Triglycerides, Blood Uric Acid, Creatinine, Blood Urea Nitrogen, SGPT) with 6-month validity; Pap Smear (optional), other laboratory as deemed necessary.
(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

B. For Part-time Faculty Members

B.1. Medical Certificate from attending physician or

(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

B.2. Laboratory results as stated above

(1) Original Copy

Agency - Division: accredited laboratory facility/hospital - accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

C. Administrative Employees

C.1. Chest X-ray (PA) with validity of 1 year at the time of examination

(1) Original Copy

Agency - Division: Accredited laboratory facility/hospital - Accredited laboratory facility/hospital

Remarks:

Any accredited laboratory facility/hospital of choice of the client

C.2. Other laboratory as deemed necessary

(1) Original Copy

Remarks:

Any accredited laboratory facility/hospital of choice of the client

Agency - Division: Accredited laboratory facility/hospital - Accredited laboratory facility/hospital

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to receiving area and request for issuance of annual medical clearance. Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	1. Ask the purpose of medical clearance.	None	1 minute/s	• Physician/Nurse; Campuses
2. Present laboratory results required Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	2.1. Check the requirement 2.2. Retrieve his/her medical record 2.3. Assist patient to consultation area.	None	1 minute/s 1 minute/s 1 minute/s	• Physician/Nurse; Campuses • Physician/Nurse; Campuses • Physician/Nurse; Campuses
3. Proceed to consultation area and submits laboratory results Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	3.1. Assess/ evaluate laboratory results upon receipt of document 3.2. Take medical history and performs physical examination 3.3. Without referral: Issuance of medical clearance for administrative employees / signing of faculty clearance form if assessment is clear.	None	2 minute/s 2 minute/s 3 minute/s	• Physician/Nurse; Campuses • Physician/Nurse; Campuses • Physician/Nurse; Campuses
4. Fill out and sign the Daily Treatment Record / DTR Location: <i>Physician/Nurse</i> <i>Medical Clinic</i> PUP Campus	4. Assist client in filling out the Registration Form / DTR	None	1 minute/s	• Physician/Nurse; Campuses
Total Processing Time:		Working Days: 12 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Office Legend

Campuses

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus

- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

College of Law

1. Processing of Request for PUP College of Law Entrance Examination (CLEE) On-Line Application Service

The PUP College of Law Entrance Examination (CLEE) On-Line Application enable students/applicants to register and apply the Law Entrance Examination.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Graduate of a Bachelor's degree of any four or five year courses and a graduating college students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Transcript of Records

(1) Original Copy

Applicant / Client

Remarks:

Transcript of Records (TOR) of highest degree earned from the last school attended

Sub Requirement

1.A. If the original copy of TOR is unavailable

1.A.1. Certified True Copy of Transcript of Records (TOR) from the highest degree earned from the last school attended
(1) Certified True Copy

Applicant / Client

2. Informative Copy of Grades

(1) Certified True Copy

Applicant / Client

Remarks:

For graduating college student applicants

3. Printed Application Voucher

(1) Original Copy

Applicant / Client

Remarks:

Download and print the application voucher thru the PUP iApply

4. Proof of Payment

(1) Original Copy

Applicant / Client

Remarks:

Present the original copy in a separate Official Receipt (OR) the payment for CLEE Fee and Psychological Examination Fee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Apply for PUP College Law Entrance Examination (CLEE). Go to PUP website and open the iApply button, read the information provided and click the iApply Now button. Location: https://iapply.pup.edu.ph/CLEE</p> <p>Notes/Instruction:</p>	1. Monitor on-line application.	None	1 hour/s	<ul style="list-style-type: none"> • Client/Applicant;

<p>Visit the iApply website and register for new account.</p> <p>Before you register online, please make sure that you have the following files on your device or USB drive (each file size must not be more than 300 kb only).</p> <ul style="list-style-type: none"> • Applicant's photo must be JPEG file. 				
<p>2. Read the service agreement and click the I have read.. button to begin your On-Line application.</p> <p>Location:</p> <p>PUP iApply Website: https://iapply.pup.edu.ph/CLEE</p>	<p>2. Monitor Online Application</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Client/Applicant;
<p>3. Click the CLEE and answer the pre-application questionnaire to determine if you are qualified to apply.</p> <p>Location:</p> <p>PUP iApply Website: https://iapply.pup.edu.ph/CLEE</p>	<p>3. Monitor the online application</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Client/Applicant;
<p>4. Click Proceed to begin your On-Line registration and select CLEE and submit the application.</p> <p>Location:</p> <p>PUP iApply Website: https://iapply.pup.edu.ph/CLEE</p> <p>Notes/Instruction:</p> <p>4.1 Type or select the required information in the form and click Next;</p> <p>4.2 Be sure that the information (particularly your name and date of birth) in the application must be consistent with your PSA birth certificate;</p> <p>4.3 Make sure that the email address you will provide in the application is active and correct;</p> <p>4.4 Upload a scanned clear copy of your photo as stated in the guidelines</p>	<p>4. Monitor the Online Application</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Client/Applicant;
<p>5. If the information you have entered is correct, read the service agreement and confirm by:</p> <p>Location:</p> <p>PUP iApply Website: https://iapply.pup.edu.ph/signin</p> <p>Notes/Instruction:</p> <p>5.1 Checking the Yes, I have read and understood...box</p> <p>5.2 Typing your complete name in the Digital Signature, and</p> <p>5.3 Typing the characters in the Digital Security Code</p> <p>5.4 Click Make Changes if you need to make necessary changes or Next to finally submit your information.</p>	<p>5. Monitor the Online Application</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Client/Applicant;
<p>6. Onsite Evaluation/Verification of applicant documents</p> <p>Location:</p> <p>College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction:</p> <p>Go to PUP College of Law Admission and Registration Office for evaluation and</p>	<p>6. Evaluated and Verified submitted documents</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> • COL ARO Staff; College of Law

<p><i>verification of documents. Present the following documents:</i></p> <ol style="list-style-type: none"> 1. Original copy or Certified True Copy of Transcript of Records from the last school attended. 2. Printed Application Voucher 				
<p>7. Payment of CLEE and Psychological Examinations Fee Location: Fund Management Office, Ground Floor, PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>After successful evaluation, proceed at the Fund Management Office (FMO) to pay the CLEE Fee and Psychological Exam Fee presenting the Payment Voucher.</i></p>	<p>7. Accept Payment and Issued Official Receipt</p>	<p>Standard Fees Breakdown: CLEE Fee: PHP 500 Psychological Examination Fee: PHP 750 Total: PHP 1250</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> • Cashier; Fund Management Office
<p>8. Issuance of Test Permit Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Return at the PUP College of Law Admission and Registration Office presenting the ORs for the Issuance of Test Permit</i></p>	<p>8. Issued Test Permit</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
Total Processing Time:		Working Days: 4 hour/s, 35 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 1250</p>		

2. Processing of Request for First Year Students Admission Service

The College of Law - Admission and Registration Office (COL-ARO) processes and facilitates the application for admission in the Juris Doctor (JD) program who passed the PUP College of Law Entrance Examinations (CLEE). The COL-ARO evaluates the applicants' documents as to the authenticity and whether the applicant is qualified for admission or not in adherence to the College admission requirements/criteria.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	<p>Passers of PUP College of Law Entrance Examination (CLEE) and:</p> <ul style="list-style-type: none"> • Graduate of any four (4) or five (5) years Bachelor degree. • Who have not enrolled in any advance higher education. • Will graduate and will be conferred a bachelor's degree before the admission schedule
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Transcript of Records (1) Original Copy	Applicant / Client
Remarks:	Transcript of Records (TOR) of highest degree earned from the last school attended
2. Honorable Dismissal/Certificate of Transfer Credential (1) Original Copy	Applicant / Client
3. PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Office - PSA
4. PSA Marriage Certificate (1) Original Copy	Agency - Division: Philippine Statistics Office - PSA
Remarks:	For female married applicants only.
5. Medical Certificate (1) Original Copy	Applicant / Client
Remarks:	Current Chest X-Ray result with film (six (6) months validity from schedule date of medical clearance)
6. Student Admission and Registration Form 1 (1) Original Copy	Applicant / Client
Remarks:	Student Admission and Registration Form 1 with 2 x 2 picture with white background and collar (SAR Form 1 - Confirmation Slip)
7. Route and Approval Slip (1) Original Copy	Applicant / Client
Remarks:	Download and print the Route and Approval slip emailed in the applicant email account.
8. Undertaking (1) Original Copy	Applicant / Client
Remarks:	Duly notarized undertaking for those applicants with lacking of documents submitted

9. Long Brown Envelope
(Sample: 1 Long)

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of admission/entrance credentials Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	1. The COL Admission and Registration Office will receive the entrance credentials from qualified freshmen applicants who passed the PUP College of Law Entrance Examination (CLEE)	None	15 minute/s	• COL-ARO Staff; College of Law
2. Secure Medical Certificate Location: <i>PUP Medical Services Department</i> , Ground Flr., East Wing, PUP Main Bldg. Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Proceed to PUP Medical Services Department and present Chest X-Ray Result with film and undergo physical examination.</i>	2. Issued Medical Certificate	None	1 hour/s	• College Physician ; Any of requesting office / division
3. Tagging of Section Location: College of Law Dean's Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Proceed at the College of Law Dean's Office and present the Route and Approval Slip to tagged the section</i>	3. Tagged Section and Issued Payment Voucher	None	1 hour/s	• COL Staff; College of Law
4. Payment of Tuition and other Fees Location: Fund Management Office, Ground Floor, Main Building, Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <i>Proceed to Fund Management Office and present Payment Voucher and cash to cashier on duty.</i>	4. Issued Official Receipt	None	1 hour/s	• Cashier;
5. Issuance of Certificate of Registration Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Proceed to COL Admission and Registration Office and present the Official Receipt (OR) and Route Approval for printing and issuance of Certificate of Registration (COR).</i>	5. Issued Certificate of Registration	None	1 hour/s	• COL-ARO Staff; College of Law

<p>6. Issuance of Identification Card Location: Office of the Student Services, 2/F Charlie Del Rosario Building, Mabini Campus, Sta. Mesa, Manila</p> <p>Notes/Instruction: <i>Proceed to Office of the Student Services present the Official Receipt (OR) and Route Approval Slip, and Registration Certificate for printing and issuance of identification card</i></p>	6. Issued Identification Card	None	1 hour/s	• OSS Staff;
Total Processing Time:		Working Days: 5 hour/s, 15 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing of Request for Credentials Service (Transcript of Records-First Copy for New Graduate)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. First Copy is requested by new graduates after the graduation ceremony and submission of the required documents.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	New Graduate of PUP College of Law
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Application Form and Payment Voucher (1) Electronic Copy	Applicant / Client
Remarks:	Accomplished application and payment voucher requested through Online Document Request System (ODRS)
2. Certificate of Candidacy (COC) (1) Original Copy	Applicant / Client
Remarks:	Upload and printed by the students through their SIS
3. Certificate of Conferment of Degree (Dummy Diploma) (1) Original Copy	Applicant / Client
Remarks:	The Certificate of Conferment of Degree is awarded during the Graduation Rites.
4. General Clearance (1) Original Copy	Applicant / Client
Remarks:	To be printed from the SIS
5. Proof of Payment (1) Original Copy	Applicant / Client
6. Picture in Toga (Sample: 1 piece)	Applicant / Client
Remarks:	Submit 2 pcs. 2" x 2" picture in the color of tassel and hood based on your course or college. The tassel must be at the left side of your shoulders. On white background and Hair must be at the back of your shoulders. (For those with long hair).
7. GSIS UMID ID	Government Service Insurance System (GSIS)
Remarks:	To present at the Releasing Window when claiming the request document/s
8. SSS UMID ID	Social Security System (SSS)
Remarks:	

To present at the Releasing Window when claiming the request document/s

9. Philippine Identification Card

Philippine Statistics Authority (PSA)

Remarks:

To present at the Releasing Window when claiming the request document/s

10. Passport

Department of Foreign Affairs (DFA)

Remarks:

To present at the Releasing Window when claiming the request document/s

11. TIN ID

Bureau of Internal Revenue (BIR)

Remarks:

To present at the Releasing Window when claiming the request document/s

For Situational Requirement

A. If claimant is immediate family member

A.1. Authorization Letter

(1) Original Copy

Applicant / Client

Remarks:

Duly signed authorization letter signed by the requestor

A.2. Birth Certificate

(1) Photo Copy

Applicant / Client

Remarks:

Photocopy of Birth Certificate of Claimant

A.3. Valid ID

(1) Photo Copy

Applicant / Client

Remarks:

Photo Copy of Valid ID of Claimant and Requestor

B. If claimant is Authorized Representative

B.1. Special Power of Attorney (SPA)

(1) Original Copy

Applicant / Client

Remarks:

Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)

B.2. Valid ID

(1) Photo Copy

Applicant / Client

Remarks:

Photocopy of Valid ID of Claimant and Requestor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Create request through Online Document Request System Location: Website: odrs.pup.edu.ph</p> <p>Notes/Instruction:</p>	1. Monitor online request	None	1 hour/s	• Client;

<ul style="list-style-type: none"> Upload 2x2 picture in toga in ODRS Account Upload Certificate of Candidacy and General Clearance in the requirements. Upload Certificate of Conferment of Degree (dummy diploma) Upload Affidavit of Loss in requirements tab (if Certificate of Candidacy and/or General Clearance was loss) 				
<p>2. Pay the amount of requested credentials Location: FMO, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2. Accept Payment and Issued Official Receipt</p>	<p>Standard Fees Breakdown: Transcript of Records (200 per page): PHP 600 Certificate of Graduation: PHP 150 Documentary Stamp: PHP 30</p> <hr/> <p>Total: PHP 780</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> Cashier; Any of requesting office / division
<p>3. Check email or ODRS accounts for any update or advisory from COL Admission and Registration Office Location: Website: odrs.pup.edu.ph Notes/Instruction: <ul style="list-style-type: none"> Only transaction tagged as paid will be process Only request with complete requirements will be process </p>	<p>3. Accept Application</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> COL-ARO Staff; College of Law
<p>4. Process the Application of the TOR - First Copy Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Assessment and verification of completeness. Forward the request to records analyst for appropriate action</i></p>	<p>4. Assess and Evaluate completeness of the application</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> COL ARO Staff; College of Law
<p>5. Retrieval of Envelope of the Client/s Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Receiving staff retrieved envelope of requesting client/s and handed over to the COL ARO Evaluator Staff</i></p>	<p>5. Retrieved the Applicant/Client Envelope</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> COL ARO Staff; College of Law
<p>6. Review and Evaluate the Transcript of Records and Certificate of Graduation Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</p>	<p>6. Reviewed and Evaluated Transcript of Records and Certificate of Graduation</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> COL ARO Staff; College of Law
<p>7. TOR and Certificate of Graduation Final Evaluation Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</p>	<p>7. Approved TOR and Certificate of Graduation - For Final Printing</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> COL ARO College Registrar ; College of Law

<p>8. Final Evaluation and Approval for Printing of TOR and Certificate of Graduation Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Documents are forwarded at the Office of University Registrar for Final Evaluation</i></p>	<p>8. Approved for Final Printing of TOR and Certificate of Graduation</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • OUR Evaluator; Any of requesting office / division
<p>9. Final Printing and Signature of University Registrar Location: Office of University Registrar Office, Ground Floor, Main Bldg., PUP Mabini Campus Sta. Mesa, Manila</p>	<p>9. Signed TOR and Certificate of Graduation</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • University Registrar; Any of requesting office / division
<p>10. Notification of Availability of Document/s ready for Pick up Location: Website: odrs.pup.edu.ph</p>	<p>10. Notify the client thru the ORDS the availability of documents for pick up</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • COLARO Staff ; College of Law
<p>11. Pick Up Requested document/s Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Present clients copy of application form together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member.</i></p>	<p>11. Released Document/s</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • COLARO Staff; College of Law
Total Processing Time:		Working Days: 6 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 780</p>		

4. Processing of Request for Re-Admission (Returning Student) Service

Students considered for re-admission depending on their previous scholastic performance, and the availability of slots. He/she must have complied with all other requirements for re-admission. If re-admitted within two (2) years, returning students shall be allowed to follow their old program of study or curriculum; otherwise they shall follow the curriculum existing at the time of their re-admission

Office or Division:	College of Law
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Returning Students (Returnee)
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Re-admission Form (1) Original Copy

Agency - Division: College of Law - COL Admission and Registration Office

2. 3. Latest Certificate of Registration (1) Electronic Copy

Applicant / Client

3. Colored Picture with white backgrounds with applicants name on the photo (Sample: 2 2" x 2")

Applicant / Client

4. Informative Copy of Grades (1) Original Copy

Agency - Division: College of Law - COL Admission and Registration Office

Remarks:

To be requested in Online Document Request System (ODRS)
<https://odrs.pup.edu.ph/law>

5. Chest X-Ray Film with Result (1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for Informative Copy Grades through the PUP ODRS Location: To be requested in Online Document Request System (ODRS) <u>Link: odrs.pup.edu.ph/law/</u>	1. Issued Informative Copy of Grades	Standard Fees Breakdown: Informative Copy of Grades: PHP 150 <hr/> Total: PHP 150	1 working day/s	<ul style="list-style-type: none"> • COL-ARO Admission Staff ; College of Law
2. Go to COL Admission and Registration Office and fill out the application for re-admission. Location: College of Law Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	2. Issued Re-admission form to returning student	None	1 hour/s	<ul style="list-style-type: none"> • COL Admission Staff ; College of Law

<p>3. Proceed at Student Accounting Office for signature of clearance in re-admission form Location: Student Accounting Section, South Wing, Ground Floor, PUP Main Building, Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • Check student accountabilities. • If cleared, sign the clearance in re-admission form. If with balance/deficiency, advise the student to pay the corresponding balances before signing the clearance </p>	<p>3. Signed Clearance</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> • Accounting Staff ; Any of requesting office / division
<p>4. Proceed to Medical and Dental Office for signing of clearance Location: Medical and Dental Office, East Wing, Ground Floor, PUP Main Building, Mabini Campus, Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • Check the student chest x-ray result and proceed to medical examination. • If medical examination is cleared, sign the clearance in re-admission form. If medical examination is with findings, advise the student before signing the medical clearance </p>	<p>4. Signed clearance</p>	<p>None</p>	<p>2 hour/s</p>	<ul style="list-style-type: none"> • Medical Officer ; Any of requesting office / division
<p>5. Proceed to the College Dean and Chairperson for academic evaluation and approval for re-admission Location: College of Law Dean's Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Evaluate the student academic records and signs the re-admission form with recommendation.</i></p>	<p>5. Approved/disapproved re-admission</p>	<p>None</p>	<p>5 hour/s</p>	<ul style="list-style-type: none"> • Department Chairperson/College Dean; College of Law
<p>6. Proceed to the Fund Management Office for payment of readmission fee Location: <i>Cash Receipts Officer</i> Fund Management Office, Ground Flr., south Wing, PUP Main Bldg., Mabini Campus, Sta. Mesa, Manila</p>	<p>6. Accept payment and issued Official Receipt</p>	<p>Standard Fees Breakdown: Re-Admission Fee: PHP 150 <hr/>Total: PHP 150</p>	<p>2 hour/s</p>	<ul style="list-style-type: none"> • Cashier; Any of requesting office / division
<p>7. Proceed at COL -Admission and Registration Office and submit original copy of Re-Admission Form and attachments: Original copy of Informative Copy of Grades, colored photo with white background and nametag. Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • Accept re-admission form and required documents and start initial assessment and verification of completeness. • If documents are approve and complete, advise the student the date of releasing of certificate of re-admission. If documents are </p>	<p>7. Accept, assess, verified completeness of Re-Admission Form and requirements.</p>	<p>None</p>	<p>2 hour/s</p>	<ul style="list-style-type: none"> • COL ARO Admission Staff; College of Law

<i>incomplete, indicate in the clients copy lacking form for immediate compliance and advise the date of releasing of certificate of re-admission.</i>				
8. Claim the Re-Admission Certificate and Re-activate the student's SIS account. Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	8. Issue Certificate of Re-Admission and Re-activate student SIS	None	2 hour/s	• COL-ARO Admission Staff; College of Law
Total Processing Time:	Working Days: 2 working day/s, 4 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 300			

5. Processing of Request for Application for Graduation Service

A student who has already completed all the academic requirements and cleared of all accountabilities can submit his application for graduation.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	<p>Graduating Student who has:</p> <ul style="list-style-type: none"> • Completed his/her academic and non-academic requirements • Cleared of all accountabilities 			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Accomplished copy of the Online Application for Graduation Form (1) Original Copy</p> <p>Remarks: Download through https://sisstudents.pup.edu.ph/</p> <hr/> <p>2. Proof of Payment (Official Receipt) (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Open SIS Account, click grades and open curriculum evaluation. Click application for graduation and fill out the online application form promptly. Location: https://sisstudents.pup.edu.ph/	1. Monitor Online Application	None	2 hour/s	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
2. Download the payment voucher and proceed at the Fund Management Office to pay the amount indicated Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept Payment	<p>Standard Fees Breakdown: Application for Graduation: PHP 150 Graduation Fee: PHP 1600</p> <hr/> <p>Total: PHP 1750</p>	4 hour/s	<ul style="list-style-type: none"> • Cashier; Any of requesting office / division
3. Submit the Application for Graduation and Proof of Payment at the COL-ARO Location: COL - Admission and Registration Office. Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	3. Accept Application	None	1 hour/s	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
4. Check and monitor online application for graduation in SIS Account Location: COL - Admission and Registration Office. Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	4. Evaluate application	None	5 working day/s	<ul style="list-style-type: none"> • COL-ARO Staff;
Notes/Instruction: <ul style="list-style-type: none"> • <i>Endorse accomplished application for graduations form for retrieval of student records file.</i> • <i>Distribute the student records to the Records Analyst in charge of</i> 				

<p><i>program for checking and validation.</i></p> <ul style="list-style-type: none"> • Proceed to first evaluation of non-academic and academic requirements. • Notify students with the result of initial evaluation through SIS 				
<p>5. If with lacking non-academic and academic requirements Location: COL - Admission and Registration Office. Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • <i>Receive lacking non-academic and academic requirements and clear the deficiencies in first evaluation</i> • <i>Forward the student records file to evaluators for final evaluation of scholastic records.</i> • <i>Forward the validated student records with application for graduation to records analyst for appropriate action.</i> </p>	<p>5. Issued Evaluation Results</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • COL-ARO; College of Law
<p>6. If no lacking non-academic and academic requirements Location: COL - Admission and Registration Office. Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • <i>Forward the student records file to evaluators for evaluation of scholastic records.</i> • <i>Forward the validated student records file with application for graduation to records analyst for appropriate action</i> </p>	<p>6. Issued Evaluation Results</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
<p>7. Check and monitor online application for graduation in SIS Account Location: COL - Admission and Registration Office. Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Once tagged for final evaluation, wait for the final grades to be encoded and wait for the announcement of printing of Certificate of Candidacy.</i> <ul style="list-style-type: none"> • <i>Forward the application for graduation to final evaluation</i> • <i>Encode the final grades of the students.</i> • <i>Announce the schedule of downloading and printing of the Certificate of Candidacy</i> </p>	<p>7. Issued Final Approval of Candidacy</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
<p>8. Download and print Certificate of Candidacy on scheduled date. Location: Download through https://sisstudents.pup.edu.ph/</p>	<p>8. Issued Certificate of Candidacy</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • ICTO Staff ; Any of requesting office / division
<p>9. Fill out the required forms in the SIS Account. Wait for the announcement on graduation details Location: Through the PUP Portal https://sisstudents.pup.edu.ph/</p>	<p>9. Include the names of in candidate in the final list of Candidate for Graduation</p>	<p>None</p>	<p>2 hour/s</p>	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law

Total Processing Time:	Working Days: 21 working day/s, 9 hour/s
Total Processing Fee:	Total Standard Fee: PHP 1750

6. Processing of Request for Informative Copy of Grades Service

Processes certified true copy of complete academic records or informative copy of credits and grades previously taken, duly signed by the College Registrar.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	COL Students, former students and alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy		Applicant / Client		
Remarks: Must request through Online Document Request System Website: odrs.pup.edu.ph				
2. Proof of Payment (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Fund Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: PUP Online Document Request System Website: odrs.pup.edu.ph	1. Monitor online request	None	2 hour/s	<ul style="list-style-type: none"> COL-ARO Staff; College of Law
2. Pay the amount indicated in the payment voucher through any of the following: If payment is through the PUP Fund Management Office Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept Payment	Standard Fees Breakdown: Informative Copy of Grades: PHP 150 <hr/> Total: PHP 150	5 hour/s	<ul style="list-style-type: none"> Cashier; Any of requesting office / division
3. Present proof of payment and submit the application at the Receiving Section of COL-ARO Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> Accept application and required documents and start initial assessment and verification of completeness. Forward the request to Data Management, Authentication, and Printing Section for Appropriate Section for appropriate action 	3. Process Request	None	2 hour/s	<ul style="list-style-type: none"> COL-ARO Staff; College of Law

<ul style="list-style-type: none"> • Generate Informative Copy of Grades and send digital copy to students email address • Tagging of request as claimed 				
4. Claim the request Informative Copy of Grades Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	4. Release the Informative Copy of Grades	None	3 hour/s	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
Total Processing Time:	Working Days: 1 working day/s, 1 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

7. Processing of Request for Leave of Absence Service

A student intend to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the College Dean concerned for approval, stating the reason for leave. If the leave exceeds one academic year, he/she shall lose status as a student in residence.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement 1. Letter of intent address to the College Registrar and noted by the Dean/Chairperson of the College (1) Original Copy				
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME
1. Submit letter of intent address to the College Registrar and Tagged in the SIS Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Submit Request letter addressed to the College Registrar stating the reason for his/her leave noted by the College Dean /Chairperson.</i> <i>If approved, tagged the leave of absence in SIS</i>		1. Accept Letter of Intent	None	2 hour/s
2. Process ACE form to withdraw the subjects if officially enrolled during the semester. Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila		2. Untagged subject enrolled	None	2 hour/s
Total Processing Time:		Working Days: 4 hour/s		
Total Processing Fee:		Total Standard Fee: None		

8. Processing of Request for Credentials Service (Course Description)

A Course/Subject Description is requested by client to describe the content of the course taken by the student within the curriculum.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. Accomplished application and payment voucher requested through Online Document Request System (ODRS)**
 (1) Electronic Copy

Agency - Division: PUP Portal at <https://odrs.pup.edu.ph/law> - Information and Communication Technology Office

Remarks:

Must request through Online Document Request System

- 2. Picture in Formal Attire**

(Sample: 2 x 2)

Applicant / Client

- 3. Proof of Payment**

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

- 4. List of Course/s for Description**

(1) Electronic Copy

Applicant / Client

- 5. Valid Identification Card (ID)**

When claiming documents, present valid identification card

1. UMID - GSIS
2. SSS ID
3. Philippine Identification Card
4. Postal ID
5. TIN ID

For Situational Requirement

- A. If immediate family member will claim the requested documents:**

- A.1. Authorization Lettr**
 (1) Original Copy

Applicant / Client

- A.2. Photocopy of Valid ID of Claimant and Requestor**
 (1) Photo Copy

Applicant / Client

- A.3. Copy Birth Certificate of Claimant**
 (1) Photo Copy

Applicant / Client

- B. If authorized representative will claim the requested documents**

- B.1. Special Power of Attorney**
 (1) Original Copy

Applicant / Client

- B.2. Photocopy of Valid ID of Claimant and Requestor**
 (1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
--------------	----------------	-----------------	-----------------	--------------------

				(Designation; Office)
1. Create request through Online Document Request System Location: https://odrs.pup.edu.ph/law Notes/Instruction: <ul style="list-style-type: none">• <i>Upload 2x2 picture in ODRS Account</i>• <i>Upload list of course/s needed for description</i>• <i>Print application form, clearance and payment voucher</i>	1. Monitor online request	None	3 hour/s	• COL-ARO Staff; College of Law
2. Pay the amount of requested credentials at the Fund Management Office Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Standard Fees Breakdown: Subject Description Fee (P150/per subject): PHP 150 <hr/> Total: PHP 150	2 hour/s	• Cahier; Any of requesting office / division
3. Check email or ODRS account for any update or advisory from COL-ARO Location: https://odrs.pup.edu.ph/law Notes/Instruction: Notes/Instruction: <ul style="list-style-type: none">• <i>Only transaction tagged as paid will be process</i>• <i>Only request with complete requirements will be process (if applicable)</i>	3. 3.1 Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action.	None	1 working day/s	• COL-ARO Staff; College of Law
4. Prepare and print description of course/s and forward to COL-ARO Staff for evaluation and counter checking Location: <i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i>	4. For Evaluation and Counter Checking	None	2 working day/s	• COL-ARO Staff; College of Law
5. For Final printing and signature of College Registrar and tagging of request "ready for pick up" at ODRS Location: https://odrs.pup.edu.ph/law	5. Approved and tagged at ODRS ready for pick up	None	1 working day/s	• College Registrar; College of Law
6. Pick-up requested credentials Location: <i>COL - Admission and Registration Office Staff Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i> Notes/Instruction: <ul style="list-style-type: none">• <i>Present valid ID to releasing officer.</i>• <i>If claimant is immediate family member, submit:</i>• <i>Duly signed authorization letter signed by the requestor</i>• <i>Photocopy of Birth Certificate of Claimant</i>• <i>Photo Copy of Valid ID of Claimant and Requestor</i>• <i>If claimant is authorized representative, submit:</i>• <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i>• <i>Photocopy of Valid ID of Claimant and Requestor</i>	6. Released requested Document/s	None	2 hour/s	• COL-ARO Staff; College of Law

Total Processing Time:	Working Days: 4 working day/s, 7 hour/s
Total Processing Fee:	Total Standard Fee: PHP 150

9. Processing of Request for Credentials Service (Transcript of Records-Second and Succeeding Copies and Copy for Another School)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. Clients can request for the following TOR:

1. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for specific purpose.
2. Copy for Another School – is requested by a client who transferred to another school to pursue higher education provided the Certificate of Transfer Credential (Honorable Dismissal) has been requested by the client and must be acknowledged by the Registrar where the client is presently enrolled. If the TOR with remarks "Copy for" is already issued, the client can only request for another TOR for purposes of Board Examination, employment and promotion provided a "Certificate of No Objection" will be issued by the school where the TOR Copy for" was issued.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Applicant / Client			
2. Picture in Formal Attire (Sample: 2 2 x 2)	Applicant / Client			
3. Proof of payment (1) Original Copy	Applicant / Client			
4. Valid Identification Card				
UMID-GSIS				
SSS ID				
TIN ID				
Philippine Identification Card				
Passport				
Posta ID				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request through Online Document Request System and print application form and payment voucher Location: https://odrs.pup.edu.ph/law/ Notes/Instruction: • Upload 2x2 picture in ODRS Account	1. Monitor online request	None	3 hour/s	• COL-ARO Staff; College of Law
2. Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept Payment and issue Official Receipt	Standard Fees Breakdown: Transcript of Records Fee (P200/page): PHP 200 Scannable Picture Fee: PHP 50 <hr/> Total: PHP 250	3 hour/s	• Cashier; Any of requesting office / division

<p>3. Check email or ODRS accounts for any update or advisory from COL-ARO Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <ul style="list-style-type: none"> • Only transaction tagged as paid will be process. • Only request with complete requirements will be process </p>	<p>3.1. 3.1 Accept application and required documents and start initial assessment and verification of completeness.</p> <p>3.2. • Retrieval of student records file. Forward the retrieved records file to controller for appropriate action.</p> <p>3.3. • Updating of Student scholastic records. Forward to printing section for printing of Transcript of Records.</p> <p>3.4. • Processing and printing of final Transcript of Records. Forward to counter checker for evaluation and signature</p> <p>3.5. • Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature</p> <p>3.6. • Tagging of request ready for pick-up</p>	None	2 hour/s	• COL-ARO Staff; College of Law
			3 hour/s	• COL-ARO Staff; College of Law
			2 working day/s	• COL-ARO Staff; College of Law
			1 working day/s	• COL-ARO Staff; College of Law
			2 working day/s	• University Registrar; Any of requesting office / division
			1 working day/s	• COL-ARO Staff; College of Law
4. Pick-up requested credentials Location: COL - Admission and Registration Office , Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Present valid ID to releasing officer</i> <ul style="list-style-type: none"> • If claimant is immediate family member, submit: • Duly signed authorization letter signed by the requestor • Photocopy of Birth Certificate of Claimant • Photo Copy of Valid ID of Claimant and Requestor • If claimant is authorized representative, submit: • Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) • Photocopy of Valid ID of Claimant and Requestor 	4. Release request documents	None	2 hour/s	• COL-ARO Staff; College of Law
Total Processing Time:		Working Days: 7 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 250		

10. Processing of Request for Academic Verification Service

Processes employer or company verification on the authenticity of the records/credentials submitted by their applicants, thru walk-in or on-line, who claimed to have studied or graduated in this university.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Companies, Government agencies
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request with Letter Head (1) Original Copy	Applicant / Client
2. Copy of TOR, Diploma or credentials submitted (1) Photo Copy	Applicant / Client
3. Duly Signed Authorization Letter by the Student/Graduate/Alumni (1) Original Copy	Applicant / Client
4. Proof of Payment (1) Original Copy	Applicant / Client
5. Authorization letter issued by the company to pick up the results of the verification (1) Original Copy	Applicant / Client
6. Valid Identification Card UMID - GSIS SSS ID Philippine Identification Card TID ID Postal ID Passport Driver's License ID	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter request duly signed by the authorized company officer in charge with required documents for verification. Location: <i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i>	1. Accept request and required documents and start initial assessment and verification of completeness	None	3 hour/s	• COL-ARO Staff ; College of Law
2. Proceed to the Fund management Office for payment of verification fee. Location: <i>Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</i>	2. Accept payment and issue Official Receipt	Standard Fees Breakdown: Verification Fee: PHP 200 <hr/> Total: PHP 200	3 hour/s	• Cashier; Any of requesting office / division
3. Submit verified documents at COL-ARO staff together with the Proof of Payment Location:	3. Accept documents and process the request	None	1 hour/s	• COL-ARO Staff ; College of Law

<p><i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i></p> <p>Notes/Instruction:</p> <p><i>Submit the following requirements:</i></p> <ul style="list-style-type: none">• <i>Duly Signed Letter Request with Complete Office Address</i>• <i>Duly Signed Authorization Letter by Student/Alumni</i>• <i>Copy of Transcript of Records, Diploma, or credentials submitted</i>• <i>Photo copy of Valid ID of Student/Alumni with signature</i>				
<p>4. Process request and issue advisory and update whenever necessary and notify the client when document is ready for release.</p> <p>Location:</p> <p><i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i></p>	4. Process request and notify for updates	None	2 working day/s	<ul style="list-style-type: none">• COL-ARO Staff; College of Law
<p>5. Pick up the verification results/documents</p> <p>Location:</p> <p><i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i></p>	5. Release verification results	None	1 hour/s	<ul style="list-style-type: none">• COL-ARO Staff ; College of Law
Total Processing Time:		Working Days: 2 working day/s, 8 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 200		

11. Processing of Request for Credentials Service (Certificate of Attendance, Certificate of Medium of Instruction, Certificate of General Weighted Average (GWA), Certificate of Non Issuance of Special Order and Certified True Copy (CTC))

This request is processed for student/client/alumni who need these documents for employment, further studies, and other purposes.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Students and alumni			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <p>1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy</p> <p>Remarks: Must request through Online Document Request System https://odrs.pup.edu.ph/law/</p>				
<p>2. Proof of Payment (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - Fund Management Office</p>				
<p>3. If Certified True Copy of Transcript of Records and/or Certified True Copy of Diploma is a request, must submit Copy of Transcript of Records or Copy of Diploma (1) Photo Copy</p> <p>Applicant / Client</p>				
<p>4. Valid ID</p> <p>UMID - GSIS SSS ID TIN ID Postal ID Philippine Identification Card Passport</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request through Online Document Request System and print application form and payment voucher Location: https://odrs.pup.edu.ph/law/ Notes/Instruction: <i>Upload copy of Transcript of Records and/or Diploma (if requested Certified True Copy)</i>	1. Monitor online request	None	3 hour/s	<ul style="list-style-type: none"> COL-ARO Staff; College of Law
2. If payment through PUP Fund Management Office Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta.	2. Accept payment and issue Official Receipt	Standard Fees Breakdown: Certification Fee: PHP 150	3 hour/s	<ul style="list-style-type: none"> Cashier; Any of requesting office / division

Mesa, Manila		Total: PHP 150		
3. Check email or ODRS accounts for any update or advisory from COL-ARO Location: https://odrs.pup.edu.ph/law/	3. 3.1 Accept application and required documents and start initial assessment and verification of completeness.	None	1 working day/s	• COL-ARO; College of Law
4. Pick-up Requested Credentials Location: <i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i> Notes/Instruction: <ul style="list-style-type: none">• Present valid ID to releasing officer.• If claimant is immediate family memmber, submit:• Duly signed authorization letter signed by the requestor• Photocopy of Birth Certificate of Claimant• Photo Copy of Valid ID of Claimant and Requestor• If claimant is authorized representative, submit:• Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)• Photocopy of Valid ID of Claimant and Requestor	4. Release requested documents	None	2 hour/s	• COL-ARO Staff; College of Law
Total Processing Time:	Working Days: 1 working day/s, 8 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 150			

12. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal Service

Processes the request for Certificate of Transfer Credential/Honorable Dismissal a document certifying that a student has no pending accountabilities thereby he/she is honorably dismissed from the University.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

- 1. 1. Accomplished application form and payment voucher requested through Online Document Request System (ODRS)**
 (1) Electronic Copy

Applicant / Client

Remarks:

<https://odrs.pup.edu.ph/law/>

- 2. Proof of Payment (Official Receipt)**
 (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

- 3. Valid Identification Card (ID)**

UMID - GSIS

SSS Card

TIN ID

Philippine Identification Card

Postal ID

Sub Requirement

- 3.A. When claiming documents is a Family Member**

- 3.A.1. Authorization Letter**
 (1) Original Copy

Applicant / Client

Remarks:

Authorization Letter must be duly signed by the requestor

- 3.A.2. Photocopy of Valid ID of Claimant and Requestor**
 (1) Photo Copy

Applicant / Client

- 3.A.3. Copy Birth Certificate of Claimant**
 (1) Photo Copy

Applicant / Client

- 3.B. When claiming documents is Authorized Representative**

- 3.B.1. Special Power of Attorney**
 (1) Original Copy

Applicant / Client

- 3.B.2. Photocopy of Valid ID of Claimant and Requestor**
 (1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	--

<p>1. Create request through Online Document Request System Location: https://odrs.pup.edu.ph/law</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Upload 2x2 picture in ODRS Account</i> <i>Upload Request Letter to Transfer</i> <i>Print Application Form, Clearance and Payment Voucher</i> 	<p>1. Monitor Online Request</p>	None	3 hour/s	<ul style="list-style-type: none"> COL ARO Staff; College of Law
<p>2. Payment of Requested Credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2. Accept Payment and Issued Official Receipt (OR)</p>	<p>Standard Fees Breakdown: Honorable Dismissal : PHP 150 <hr/>Total: PHP 150</p>	3 hour/s	<ul style="list-style-type: none"> Cashier; Any of requesting office / division
<p>3. Check email or ODRS accounts for any update or advisory from COL-ARO Location: https://odrs.pup.edu.ph/law</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Only transaction tagged as paid will be process</i> <i>Only request with complete requirements will be process (if applicable)</i> 	<p>3. Wait for notification from COL-ARO</p>	None	2 hour/s	<ul style="list-style-type: none"> Client; Any of requesting office / division
<p>4. Process and Evaluate Documents Requested Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</p>	<p>4. Process, evaluate requested Honorable Dismissal</p>	None	1 working day/s	<ul style="list-style-type: none"> COL-ARO Staff ; College of Law
<p>5. Printing for Signature of College Registrar Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</p>	<p>5. Approved and Signed request Honorable Dismissal</p>	None	5 hour/s	<ul style="list-style-type: none"> College Registrar; College of Law
<p>6. Tagged "ready for Pick-Up" at ORDS Location: https://odrs.pup.edu.ph/law</p>	<p>6. Tagged update at ODRS</p>	None	3 hour/s	<ul style="list-style-type: none"> COL-ARO Staff ; College of Law
<p>7. Pick-up requested credentials Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> <i>Present valid ID to releasing officer.</i> <i>If claimant is immediate family memmber, submit:</i> <i>Duly signed authorization letter signed by the requestor</i> <i>Photocopy of Birth Certificate of Claimant</i> <i>Photo Copy of Valid ID of Claimant and Requestor</i> <i>If claimant is authorized representative, submit:</i> <i>Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)</i> 	<p>7. Release Document</p>	None	2 hour/s	<ul style="list-style-type: none"> Client; Any of requesting office / division

<ul style="list-style-type: none">• Photocopy of Valid ID of Claimant and Requestor			
Total Processing Time:	Working Days: 2 working day/s, 7 hour/s		
Total Processing Fee:	Total Standard Fee: PHP 150		

13. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (Inc) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall be lapsed "No Credit (N) or a failing mark.

Office or Division:	College of Law			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Currently Enrolled Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Duly Accomplished Completion Form (1) Original Copy	Applicant / Client			
Remarks:	Completion Form is downloadable at PUP website (www.pup.edu.ph)			
2. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office			
For Situational Requirement				
A. If Late Reporting of Grades ("P" Grade, Not-S, and Blank Grade)				
A.1. Copy of Class Record (1) Certified True Copy	Applicant / Client			
B. If Correction of Entry				
B.1. Copy of Class Record (1) Certified True Copy	Applicant / Client			
B.2. Duly Notarized Affidavit of Change of Grades by Instructor/Professor (1) Original Copy	Applicant / Client			
C. If completion of Incomplete Mark				
C.1. Duly accomplished Completion Form (3) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplished Completion Form Location: To be downloaded in PUP Website Link: https://www.pup.edu.ph/downloads/students/ Notes/Instruction: If completion of Incomplete Mark <ul style="list-style-type: none"> • Completion of INC Mark must be accomplished within one (1) academic year. • Indicate First Grading, Second Grading, and Final Grade on the student in the Completion Form • Submit triplicate copies (one (1) original and two (2) photo copies) to 	1. Download Completion Form	None	1 working day/s	• Client; Any of requesting office / division

<p><i>the respective colleges/department.</i></p> <p>If Correction of Entry</p> <ul style="list-style-type: none"> • Submit duly accomplished completion form, duly notarized affidavit change of grades signed by the instructor/professor, and certified copy of class record to the colleges for approval. • Correction of entry must be processed within one (1) semester only • Grades in completion form, certified class record, and notarized affidavit of change of grades must be the same. • Submit triplicate copies (one (1) original and two (2) photocopies) <p>Late Reporting of Grades (Completion of "P" Mark, Not-S, and/or Blank Grade)</p> <p>Submit duly accomplished completion form, certified copy of class record, and completion fee receipt to the respective colleges/department for approval</p> <ul style="list-style-type: none"> • Please take note that the grades reflected in duly accomplished completion form must be equal to the grades in certified copy of class record. Submit triplicate copies (one (1) original and two (2) photo copies) to the college. 				
<p>2. Pay at the Fund Management Office for Completion Fee Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</p>	<p>2. Accept Payment and issue Official Receipt (OR)</p>	<p>Standard Fees Breakdown: Completion Fee: PHP 30 <hr/>Total: PHP 30</p>	<p>3 hour/s</p>	<ul style="list-style-type: none"> • Cashier; Any of requesting office / division
<p>3. Submit Completion Form together with the corresponding attachment and Official Receipt at the COL Dean's Office Location: College of Law Dean's Office, NALLRC Bldg., G/F, PUP Mabini Campus, Sta. Mesa, Manila. Notes/Instruction: <i>For approval and endorsement at the COL-ARO for tagging</i></p>	<p>3. Accept and process the Completion Form</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Chairperson; College of Law
<p>4. Tagging of Completion of Grades at SIS Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila Notes/Instruction: <i>Check the SIS account if grade is already tagged</i></p>	<p>4. Tagged grade at Student Portal</p>	<p>None</p>	<p>5 hour/s</p>	<ul style="list-style-type: none"> • College Registrar; College of Law
Total Processing Time:		Working Days: 2 working day/s, 8 hour/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 30</p>		

14. Processing of Request for Correction of Name in Conformity with the Philippine Statistics Authority Certificate of Live Birth and/or Correction of Name in the School Records Service

A student can apply for correction of her/his name with the option to correct in conformity with the name appeared the Philippine Statistics Authority and or school records for the SIS and Non SIS students

Office or Division:	College of Law
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Student or Alumni that need for correction of: <ul style="list-style-type: none"> • Correction of School Records Name • Correction of School Records Birth Date
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Duly Accomplished Request for Correction of Name and/or Birth Date Form (1) Original Copy	Applicant / Client
Remarks:	The Request for Correction of Name and/or Birth Date Form is to be downloaded at PUP Website. Link: https://www.pup.edu.ph/downloads/students/
2. 3. Letter addressed to the College Registrar explaining the circumstances that led to the erroneous entry of data in the school record. (1) Original Copy	Applicant / Client
3. Corrected PSA Birth Certificate (1) Original Copy	Agency - Division: Philippine Statistics Authority - PSA - Records Division

For Situational Requirement				
A. If requested to change the surname for female married student				
A.1. PSA Copy Marriage Certificate (1) Original Copy Agency - Division: Philippine Statistics Office - PSA - Records Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished request for correction of name and/or birth date and required documents to the assigned records analyst Location: <i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i>	1. Accept forms and process the request	None	1 working day/s	• OL-ARO Staff ; College of Law
2. Tagged in PUP Portal the request changes Location: <i>COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i> Notes/Instruction: <i>Monitor status of request in SIS or check email for any updates from COL-ARO</i>	2. Tagged the request changes	None	5 hour/s	• College Registrar; College of Law
Total Processing Time:		Working Days: 1 working day/s, 5 hour/s		

Total Processing Fee:

Total Standard Fee: None

15. Processing of Request for Credentials Service (Diploma)

A diploma is one of the credentials being requested and it is a legal document that certifies the completion by a student of a degree program as certified and signed by the College Dean, Vice President for Academic Affairs, and the University President.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Alumni
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Agency - Division: PUP Portal at https://odrs.pup.edu.ph/law - Information and Communication Technology Office
Remarks: Must request through Online Document Request System	
2. Picture in Formal Attire (Sample: 2 2 x 2)	Applicant / Client
3. Proof of Payment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Fund Management Office
4. List of Course/s for Description (1) Electronic Copy	Applicant / Client
5. Valid Identification Card (ID) When claiming documents, present valid identification card 1. UMID - GSIS 2. SSS ID 3. Philippine Identification Card 4. Postal ID 5. TIN ID	
For Situational Requirement	
A. If immediate family member will claim the requested documents:	
A.1. Authorization Lettr (1) Original Copy	Applicant / Client
A.2. Photocopy of Valid ID of Claimant and Requestor (1) Photo Copy	Applicant / Client
A.3. Copy Birth Certificate of Claimant (1) Photo Copy	Applicant / Client
B. If authorized representative will claim the requested documents	
B.1. Special Power of Attorney (1) Original Copy	Applicant / Client
B.2. Photocopy of Valid ID of Claimant and Requestor (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Create request through Online Document Request System Location: https://odrs.pup.edu.ph/law Notes/Instruction: <ul style="list-style-type: none">• <i>Upload 2x2 picture in ODRS Account</i>• <i>Upload list of course/s needed for description</i>• <i>Print application form, clearance and payment voucher</i>	1. Monitor online request	None	3 hour/s	• COL-ARO Staff; College of Law
2. Pay the amount of requested credentials at the Fund Management Office Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept payment and issue official receipt.	Standard Fees Breakdown: Diploma Fee: PHP 200 Total: PHP 200	2 hour/s	• Cahier; Any of requesting office / division
3. Check email or ODRS account for any update or advisory from COL-ARO Location: https://odrs.pup.edu.ph/law Notes/Instruction: <i>Notes/Instruction:</i> <ul style="list-style-type: none">• <i>Only transaction tagged as paid will be process</i>• <i>Only request with complete requirements will be process (if applicable)</i>	3. 3.1 Accept application and required documents and start initial assessment and verification of completeness. Forward the request to controller for appropriate action.	None	1 working day/s	• COL-ARO Staff; College of Law
4. Prepare and print Diploma for Signature of the Dean, Vice President for Academic Affairs and President of the University Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	4. Signed Diploma	None	4 working day/s	• COL-ARO Staff; College of Law
5. Tagging of request "ready for pick up" at ODRS Location: https://odrs.pup.edu.ph/law	5. Approved and tagged at ODRS ready for pick up	None	1 working day/s	• College Registrar; College of Law

<p>6. Pick-up requested credentials Location: <i>COL - Admission and Registration Office Staff Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila</i></p> <p>Notes/Instruction:</p> <ul style="list-style-type: none"> • Present valid ID to releasing officer. • If claimant is immediate family member, submit: • Duly signed authorization letter signed by the requestor • Photocopy of Birth Certificate of Claimant • Photo Copy of Valid ID of Claimant and Requestor • If claimant is authorized representative, submit: • Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside) • Photocopy of Valid ID of Claimant and Requestor 	6. Released requested Document/s	None	2 hour/s	<ul style="list-style-type: none"> • COL-ARO Staff; College of Law
Total Processing Time:	Working Days: 6 working day/s, 7 hour/s			
Total Processing Fee:	<p>Total Standard Fee: PHP 200</p>			

16. Processing of Request for Credentials Service (Transcript of Records-For Non-Graduates and Non-Sis Students or Manual)

Process request for credentials of non-graduate or non-SIS/manual students. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff.

Office or Division:	College of Law
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students and alumni
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. Accomplished application and payment voucher requested through Online Document Request System (ODRS) (1) Electronic Copy	Applicant / Client
2. Picture in Formal Attire (Sample: 2 x 2)	Applicant / Client
3. Proof of payment (1) Original Copy	Applicant / Client
4. Valid Identification Card UMID-GSIS SSS ID TIN ID Philippine Identification Card Passport Postal ID	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request through Online Document Request System and print application form and payment voucher Location: https://odrs.pup.edu.ph/law/ Notes/Instruction: • Upload 2x2 picture in ODRS Account	1. Monitor online request	None	3 hour/s	• COL-ARO Staff; College of Law
2. Pay the amount of requested credentials Location: Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila	2. Accept Payment and issue Official Receipt	Standard Fees Breakdown: Transcript of Records Fee (P200/page): PHP 200 Scannable Picture Fee: PHP 50 <hr/> Total: PHP 250	3 hour/s	• Cashier; Any of requesting office / division
3. Check email or ODRS accounts for any update or advisory from COL-ARO Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg.,	3.1. 3.1 Accept application and required documents and start initial assessment and verification of completeness.	None	2 hour/s	• COL-ARO Staff; College of Law

Document

PUP Mabini Campus Sta. Mesa, Manila				
Notes/Instruction: <ul style="list-style-type: none">• Only transaction tagged as paid will be process.• Only request with complete requirements will be process	3.2. • Retrieval of student records file. Forward the retrieved records file to controller for appropriate action. 3.3. • Updating of Student scholastic records. Forward to printing section for printing of Transcript of Records. 3.4. • Processing and printing of final Transcript of Records. Forward to counter checker for evaluation and signature 3.5. • Checking/Counter checking of requested credentials. Forward the Requested credentials to University Registrar for signature 3.6. • Tagging of request ready for pick-up		3 hour/s	• COL-ARO Staff; College of Law
			2 working day/s	• COL-ARO Staff; College of Law
			1 working day/s	• COL-ARO Staff; College of Law
			2 working day/s	• University Registrar; Any of requesting office / division
			1 working day/s	• COL-ARO Staff; College of Law
4. Pick-up requested credentials Location: COL - Admission and Registration Office, Ground Floor, NALLRC Bldg., PUP Mabini Campus Sta. Mesa, Manila	4. Release request documents			
Notes/Instruction: <i>Present valid ID to releasing officer</i> <ul style="list-style-type: none">• If claimant is immediate family member, submit:• Duly signed authorization letter signed by the requestor• Photocopy of Birth Certificate of Claimant• Photo Copy of Valid ID of Claimant and Requestor• If claimant is authorized representative, submit:<ul style="list-style-type: none">• Duly Notarized Special Power of Attorney (must be from the current location where the requestor reside)• Photocopy of Valid ID of Claimant and Requestor		None	2 hour/s	
Total Processing Time:	Working Days: 7 working day/s, 2 hour/s			
Total Processing Fee:	Total Standard Fee: PHP 250			

Disaster Resilience Institute

1. Disaster Training, Education and Public Awareness for Disaster Prevention and Mitigation

In this provision of this service, it receives request for services for the requesting party (Faculty Members and Administrative Personnel) such as training, seminar, webinar and workshops.

Office or Division:	Disaster Resilience Institute			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	It receives request for services for the requesting party (Faculty Members and Administrative Personnel) such as training, seminar, webinar and workshops.			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. DTEPA Form (1) Original Copy		Agency - Division: Disaster Resilience Institute - Disaster Training, Education and Public Awareness		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents for DTEPA services. Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	1.1. Receive the documents and check the completeness of the required documents and details.	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide and Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	1.2. If complete, review the Request if it is under the DTEPA Plan		6 hour/s	<ul style="list-style-type: none"> Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	1.3. If request is under the DTEPA Plan, forward the request to the DRI Director for approval.		10 minute/s	<ul style="list-style-type: none"> Administrative Aide and Chief, Disaster Training, Education and Public Awareness, Section; Disaster Resilience Institute
	1.4. Inform the requesting party or client(s) through email of the approved request.		15 minute/s	<ul style="list-style-type: none"> Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
2. Revise the activity design based on DRI advice Location: Send the revised activities through dri@pup.edu.ph	2.1. Inform the requesting party and client(s) to revise the activity design and notify to submit the activity design for not more than 3 working days.	None	20 minute/s	<ul style="list-style-type: none"> Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	2.2. Review the revised activity design for approval		6 hour/s	<ul style="list-style-type: none"> Chief, Disaster Training, Education and Public Awareness

				Awareness Section; Disaster Resilience Institute
	2.3. Inform the requesting party or the client(s) of the approved request and the next procedure to be undertaken through email.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
3. . Request letter for the speaker(s) Location: DRI email address: dri@pup.edu.ph	3.1. Prepare for the request letter for the speaker(s).	None	20 minute/s	• Chief, Disaster Training, Education and Public Awareness; Disaster Resilience Institute
	3.2. Inform the requesting party of the confirmation of the speaker(s) via email.		15 minute/s	• Chief, Disaster Training, Education and Public Awareness; Disaster Resilience Institute
4. Processing of DTEPA requirements Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	4.1. Sending of Pre-registration for the participants		20 minute/s	• Administrative Aide; Disaster Resilience Institute
	4.2. Preparation of request letter for the venue	None	20 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	4.3. Confirmation of the venue	None	15 minute/s	• Administrative Aide; Disaster Resilience Institute
	4.4. Preparation of budgetary requirements and the Special Order		6 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
	4.5. Submission of the budgetary requirements and the Special Order		15 minute/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute
5. Assessment and Monitoring on the conduct of the activity Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	5. Documentation of the activity	None	1 hour/s	• Administrative Aide; Disaster Resilience Institute
6. Post Activity and Evaluation Location: PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila, Disaster Resilience Institute, West 201	6.1. Prepare for the After Activity Report	None	4 hour/s	• Chief, Disaster Training, Education and Public Awareness Section; Disaster Resilience Institute

	6.2. Sending of evaluation form to the participants		15 minute/s	• Administrative Aide; Disaster Resilience Institute
Total Processing Time:	Working Days: 2 working day/s, 4 hour/s, 10 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Extension Management Office

1. Enlistment For Child-Care Services

This service aims to facilitate the admission of the beneficiaries of the PUP Day Care Center conducted by the Community Relations and Outreach Services of the university's Extension Management Office.

Office or Division:	Extension Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Faculty Members and Administrative Employees
Operating Hours:	Others
Statute:	Malacanang Executive Order 340 s. 1997
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

Letter of Intent shall be address to the Director

2. 2 pcs Colored pictures with white background

(Sample: 2x2 in)

Applicant / Client

3. Parent's/Guardian's Certificate of Employment

(1) Original Copy

Applicant / Client

Remarks:

valid for one year

4. Polytechnic University of the Philippines' ID

Polytechnic University of the Philippines' ID

Remarks:

1 photocopy; back to back

5. Birth Certificate

(1) Photo Copy

Agency - Division: Philippine Statistics Office - Birth Certificate Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client Logbook at the office receiving area. Location: Extension Management Office Rm. S420-421, 4 th Floor, South Wing	1. Give the logbook to the client.	None	1 minute/s	<ul style="list-style-type: none"> Administrative Staff; Extension Management Office
2. Submit a Letter of Intent with the other requirements to the Extension Management Office. Location: Extension Management Office Rm. S420-421, 4 th Floor, South Wing	2.1. Accept the requirements from the client 2.2. Acknowledge receipt the requirements; stamped with received.	None	1 minute/s	<ul style="list-style-type: none"> Administrative Staff; Extension Management Office
			1 minute/s	<ul style="list-style-type: none"> Administrative Staff; Extension Management Office

	2.3. Forward the requirements to the Community Relations and Outreach Services Coordinator		5 minute/s	• Administrative Staff; Extension Management Office	
	2.4. Review the documents submitted.		2 minute/s	• Community Relations and Outreach Services Coordinator; Community Relations and Outreach Services	
	2.5. Endorse the request to the Director of the Extension Management Office		2 minute/s	• Chief, Community Relations and Outreach Services; Community Relations and Outreach Services	
	2.6. Sign the endorsed request.		2 minute/s	• Director; Extension Management Office	
	2.7. Forward the approved documents to the Chief, Community Relations and Outreach Services.		1 minute/s	• Director; Extension Management Office	
	2.8. Forward the documents to the Community Relations and Outreach Services Coordinator.		1 minute/s	• Chief Community Relations and Outreach Services; Community Relations and Outreach Services	
	2.9. Endorse the documents to the Teacher, PUP Day Care Center		1 minute/s	• Community Relations and Outreach Services Coordinator; Community Relations and Outreach Services	
	2.10. Issue Student Profile sheet to the client.		1 minute/s	• Teacher PUP Day Care Center; Community Relations and Outreach Services	
3. Fill in the Student Profile Sheet and submit to the teacher at the PUP Day Care Center. Location: Extension Management Office Rm. S420-421, 4 th Floor, South Wing	3.1. Receive the accomplished Student Profile Sheet	None	3 minute/s	• Teacher PUP Day Care Center; Community Relations and Outreach Services	
	3.2. Notify the client.		1 minute/s	• Teacher PUP Day Care Center; Community Relations and Outreach Services	
Total Processing Time:	Working Days: 22 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Institutional Funding Requests from Faculty Members and Administrative Employees

This service refers to the processing of evaluation and approval of all Extension Project Proposals submitted by faculty members and administrative employees from a particular college or campus to the Extension Management Office that is aligned with the University Extension Agenda for possible funding of the university. This ensures that all projects funded by the university are evaluated thoroughly and objectively, ensuring transparency, accountability, and efficiency in the use of resources.

Office or Division:	Extension Management Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty Members and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1.. Extension Project Proposal (1) Original Copy	Applicant / Client			
Remarks:	Must submit the complete project proposal for technical evaluation			
2. Line Item Budget (1) Original Copy	Applicant / Client			
Remarks:	Endorsement of the proposal for funding upon approval of the EPPEC			
3. Results of Community Needs Assessment (1) Original Copy	Applicant / Client			
Remarks:	Statistical Analysis must be included			
4. Memorandum of Understanding or Memorandum of Agreement (Sample: 8 copies)	Applicant / Client			
Remarks:	Must be notarized			
5. Endorsement Letter (1) Original Copy	Applicant / Client			
Remarks:	The project proposal must be endorsed by the Dean or Director.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete project proposal to the Extension Management Office Location: Extension Management Office Rm. S420-421, 4 th Floor, South Wing	1.1. Technical evaluation by Chief of Evaluation and Monitoring Center for complete documentary requirements 1.2. Submit documents to the Extension Project Proposal Evaluation Committee for Content evaluation	None	20 minute/s	• Chief, Extension Evaluation and Monitoring Center; Extension Evaluation and Monitoring Center
			2 working day/s	• Extension Project Proposal Evaluation Committee (EPECC); Extension Evaluation and Monitoring Center

	1.3. Endorsement of the proposal for funding upon approval of the EPPEC, otherwise return to project proponent for compliance of recommendations.		1 working day/s	• Administrative Staff; Extension Evaluation and Monitoring Center
	1.4. Notify the project proponent and / or the College/Branch Head when the proposal has already been forwarded to the OVPF for approval of funding		1 working day/s	• Chief, Extension Evaluation and Monitoring Center; Extension Evaluation and Monitoring Center
2. Follow-up on the Release of Funding for the Project. Location: Extension Management Office Rm. S420-421, 4 th Floor, South Wing	2.1. Coordinate with the accounting office for the release of fund 2.2. Notify the Project proponent for the release of cash advance.	None	1 working day/s	• Chief, Extension Evaluation and Monitoring Center; Extension Evaluation and Monitoring Center
			1 working day/s	• Chief, Extension Evaluation and Monitoring Center; Extension Evaluation and Monitoring Center
Total Processing Time:		Working Days: 6 working day/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Facility Management Office

1. Request for the Reservation of University Facility (Internal: Curricular/Co-curricular Activities)

This is to facilitate the use of a university facility for subject or academic use in compliance with memorandum order no. 39 s. 2016.

Office or Division:	Facility Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Students
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Facility Management Venue Request Form (Original)

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Facility Management Office

Remarks:

- Requesting Party/Office/Organization representative
- Person in-charge of the activity
- Endorsed by Department Chairperson/Dean of College / Program Chair/ Adviser
- Approved by Executive Vice President/ Vice President for Planning and Finance/ Vice President for Administration/ Vice President for Academic Affairs/ Vice President for Student Affairs and Services/ Vice President for Research and Extension

2. for approval of the activity

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - College Chairperson or College Dean

Remarks:

Original copy of the request for approval of the activity duly endorsed by the department Chairperson and College Dean and approved by the Office of the Vice President for Academic Affairs

3. Course/Subject Syllabus (1 photocopy)

(1) Photo Copy

Applicant / Client

Remarks:

to be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook on the office's receiving area Location: Facility Management Office	1. Give the logbook to the client	None	1 minute/s	<ul style="list-style-type: none"> • Administrative aide; Facility Management Office
2. Submit approved letter of intent with along with the FaMO Venue Request Form (with complete signatures from Step 1 and 2) to the Facility Management Office Location: Facility Management Office Notes/Instruction:	2.1. Accept approved letter of intent with FaMO Venue Request Form	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Facility Management Office
	2.2. Acknowledge receipt of the letter of intent and FaMO Form 1 and stamp with "Received" and assign a Communication Tracking number		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Facility Management Office

<i>If requirements are not complete will return to the requestor immediately If complete check availability of venue</i>	2.3. Check/assess the completeness of requirements		1 minute/s	• Administrative Aide; Facility Management Office
	2.4. If available – the Director of FaMO or designated OIC will sign the FaMO Form 1 step 3 and pencil book the requested date subject to the payment of fees and approval of FaMO Form 1 Step 1 to Step 8		1 minute/s	• Chief Lights and Sounds Section; Facility Management Office • Director; Facility Management Office
	2.5. If not available – the client will be informed of the available schedule for consideration		1 minute/s	• Administrative Aide; Facility Management Office
3. Present the original FaMO Form 1 with complete signatures from Step 1 to Step 3 to the Facility Management Office Location: Facility Management Office Notes/Instruction: <i>Costs may vary depending on the equipment used.</i>	3. Compute the energy fee for the approved venue	Formula Fees Breakdown: Energy Fee	1 minute/s	• Lights and Sounds Chief Section; Facility Management Office
4. Present the FaMO Form 1 with complete signatures from Step 1 to Step 4 to the Facility Management Office Location: Facility Management Office Notes/Instruction: <i>As stated in the FaMO Form 1 Venue Fee Computation</i>	4. Compute for the venue rental fee	Formula Fees Breakdown: Venue Rental Fee	1 minute/s	• Lights and Sounds Section Chief; Facility Management Office
5. Photocopy the fully accomplished FaMO Form 1 and return to the Facility Management Office Location: Facility Management Office	5.1. Accept the original FaMO Form 1	None	1 minute/s	• Administrative Aide ; Facility Management Office
	5.2. Check/assess the receipt		1 minute/s	• Administrative Aide; Facility Management Office
	5.3. Plot the final schedule on the schedule board/logbook		1 minute/s	• Administrative Aide; Facility Management Office
	5.4. Request the client to fill-out the CSS Survey Form		1 minute/s	• Administrative Aide; Facility Management Office
Total Processing Time:		Working Days: 12 minute/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		

Formula / Schedule of Fees

Energy Fee

Estimated energy fee per hour (PhP):

Balagtas 1000-1100

Bonifacio 350-370

CM Recto 380-470

UCCA 1200-1350

Accenture 100-115

Oval 5-300

NDC Court 100 - 120

Gym 1000-1300

Venue Rental Fee

Venue Rental Rates Per Hour

ACCENTURE 350

AMPHITHEATRE 150

BONIFACIO HALL 300

BULWAGANG BALAGTAS 800

CLARO M. RECTO AUDITORIUM 600

GYMNASIUM PUPIAN (INSIDER) 2500

NALLRC MULTI MEDIA ROOM 300

PUP THEATRE/TANGHALAN NG PUP 1000

Faculty Evaluation Office

1. Process of determining the academic rank of tenured track faculty members using Joint Circular criteria.

This is the process of faculty evaluation for tenured track faculty members using the Joint Circular Criteria KRA 1 Instruction; KRA 2 Research KRA 3; Extensio; and KRA 3 Professional Development.

Office or Division:	Faculty Evaluation Office				
Category:	Internal Service				
Classification:	Complex				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	All Tenured Track Faculty Members				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Faculty Credentials and Curriculum Vitae submitted in hard copy or emailed to feo@pup.edu.ph (1) Original Copy		Applicant / Client			
2. Endorsement letter of the Chairperson, Dean or Director. (1) Original Copy		Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit letter of intent, curriculum vitae and other credentials in hard copy to the chairperson/ dean/director or soft copy to feo@pup.edu.ph. Location: Respective College, Branch or Campuses	1. Check if the submitted documents are complete and list it in the data base.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office 	
2. Submit the endorsement letter with document tracking number duly signed by the Chairperson / Dean/ Director to the Office of the Vice President for Academic Affairs. Location: Office of the Vice President for Academic Affairs 2nd floor South Wing PUP Main Campus, Anonas St. Sta. Mesa Manila 1016	2.1. Receive the endorsement letter and documents from the respective sector / Office of the Vice President for Academic Affairs.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff ; Faculty Evaluation Office 	
	2.2. Evaluate the faculty credentials and other submitted documents.		6 working day/s, 10 hour/s, 20 minute/s	<ul style="list-style-type: none"> • Faculty Evaluator; Faculty Evaluation Office 	
	2.3. Submit the recommended evaluated rank to the Office of the Vice President for Academic Affairs.		30 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office 	
General Remarks Completeness of submitted credentials is necessary.					
Total Processing Time:	Working Days: 7 working day/s				
Total Processing Fee:	Total Standard Fee: None				

2. Process of determining the academic rank for non-tenured track faculty members using institutional evaluation criteria.

This service is intended for determining the academic rank of non-tenured faculty members using institutional evaluation criteria such as educational attainment, work experience and professional development.

Office or Division:	Faculty Evaluation Office				
Category:	Internal Service				
Classification:	Complex				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	All non-tenured track faculty members.				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Curriculum vitae, research publications, presentations, extension works, certificate of employment, service records, TOR and Diploma, Seminars and Trainings Attended, Certification, Licenses and other credentials. (1) Original Copy	Applicant / Client				
2. Endorsement from the President, Sector Head, Chairperson, Dean, and or Director. (1) Original Copy	Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit letter of intent and faculty credentials to the chairperson/ dean/ director Location: respective college, branch or campus	1. Input name of faculty at the faculty evaluation office data base.	None	5 minute/s	<ul style="list-style-type: none"> • administrative staff; Faculty Evaluation Office 	
2. Dean / Director must submit and endorse the faculty credentials to the Office of the Vice President for Academic Affairs. Location: Office of the Vice President for Academic Affairs 2nd Floor south wing PUP Main Campus Anonas St. Sta. Mesa Manila 1016	2.1. Receive endorsement letter and faculty credentials from the office of the Vice President for Academic Affairs.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office • Faculty Evaluator; Faculty Evaluation Office 	
	2.2. Evaluate faculty credentials and other submitted documents.		6 working day/s, 10 hour/s, 20 minute/s	<ul style="list-style-type: none"> • Faculty Evaluator; Faculty Evaluation Office 	
	2.3. Endorse evaluated and recommended rank to the office of the Vice President for Academic Affairs		30 minute/s	<ul style="list-style-type: none"> • Administrative Staff; 	
General Remarks All necessary documents must be submitted.					
Total Processing Time:	Working Days: 7 working day/s				
Total Processing Fee:	Total Standard Fee: None				

3. Process of determining the academic re-ranking of faculty members seeking promotion based on merit.

This process of evaluating faculty members seeking promotion or academic re-ranking using prerogative or merit is based on the recommendation of Deans, Directors, Sector Heads, and/or the President of the University. Significant contributions such as research publications in ISI Scopus Indexed Journals, Citations, International and National Awards and Recognitions, Creative works and other achievements affiliated to the University may also be a basis.

Office or Division:	Faculty Evaluation Office				
Category:	Internal Service				
Classification:	Complex				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	all faculty members				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Faculty Credentials (1) Original Copy	Applicant / Client				
Remarks:	Curriculum vitae, citations, research publications, extension works, awards and recognitions				
2. Letter of Recommendation from the Dean, Director or Sector Head (1) Original Copy	Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit letter of intent and credentials to the chairperson, dean/ director. Location: respective college , branch or campus	1. Check completeness of required documents	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office 	
2. Dean/ Director shall submit endorsement letter and faculty credentials to the Office of the Vice President for Academic Affairs for academic Affairs with DTS. Location: Office of the Vice President for Academic Affairs S-212 2nd Floor South Wing PUP Main Campus, Anonas St. Sta. Mesa Manila 1016	2.1. Receive endorsement from the Office of the Vice President for Academic Affairs	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office 	
	2.2. Evaluate faculty credentials and other submitted documents.		6 working day/s, 10 hour/s, 20 minute/s	<ul style="list-style-type: none"> • Faculty Evaluator; Faculty Evaluation Office 	
	2.3. Submit and endorse evaluated recommended rank to the Office of the Vice President for Academic Affairs.		30 minute/s	<ul style="list-style-type: none"> • Administrative Staff; Faculty Evaluation Office 	
Total Processing Time:	Working Days: 7 working day/s				
Total Processing Fee:	Total Standard Fee: None				

Gender and Development Office

1. Collaboration for GEDSI-related Project/Program/Activity

This refers to the Gender Equity, Diversity, and Social Inclusion or GEDSI-related Project/Program/Activity (PPAs)* collaboration or partnership with the Gender and Development Office and/or its Centers. The proposal will be evaluated using the Harmonized Gender and Development Guidelines to determine whether the proposed activity is in line with the office mandate. After the evaluation, the responsible person will inform the proponent via email or physical document if the PPA is approved/declined, or with possible recommendations for improvement.

**The PPAs for this collaboration include the conduct of seminars, conferences, training/workshops/capability-building activities, and advocacy projects.*

Once the proposal is accepted, the Gender and Development Office and the requesting party will sign a collaboration form where the extent of cooperation is stipulated.

Office or Division:	Gender and Development Office		
Category:	Internal Service		
Classification:	Complex		
Type of Transaction:	G2G (Government to Government)		
Who may avail:	Faculty Members and Administrative Employees		
Operating Hours:	Others		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Standard Requirement			
1. Request Letter (1) Electronic Copy Or (1) Original Copy	Applicant / Client		
Remarks:	<p>The request letter includes objectives, time frame, budgetary requirements, target participants, and other key information about the PPA.</p>		
2. HGDG Checklist (1) Electronic Copy Or (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Gender and Development Office <p>Editable HGDG Evaluation Checklist Form may be accessed here</p> <p>Note: Client will provide information about the proposed PPA. GADO Director will conduct the evaluation.</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME
1. Request submission (electronic mail or physical document) Location: S-409, 4 th Floor South Wing, Main building Notes/Instruction: Electronic submissions to be sent at gado@pup.edu.ph	1.1. Review the proposal to see if it is in line with the university's gender-equity, diversity, and social inclusion mandate. 1.2. Prepare the acceptance/decline/recommendation letter. 1.3. Send the acceptance/decline/recommendation letter (electronic mail or physical document).	None	5 working day/s, 3 hour/s 1 working day/s 8 hour/s
Total Processing Time:	Working Days: 7 working day/s		
Total Processing Fee:	Total Standard Fee: None		

2. GEDSI Mainstreaming Activities

This refers to the request for the facilitation of Gender Equity, Diversity, and Social Inclusion (GEDSI)-related activity by the Gender and Development Office and/or its Centers. The request will be reviewed if it aligns with the office mandate and/or schedule availability. After the evaluation, the responsible person will inform the proponent via email or physical document if the request is approved/declined, with possible recommendations for improvement, or referral.

**The activities for this request include the conduct of a seminar, conference, training/workshop/capability building activity, and request for a resource person.*

Office or Division:	Gender and Development Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty Members and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter (1) Original Copy Or (1) Electronic Copy	Applicant / Client			
Remarks:	The request letter includes objectives, time frame, budgetary requirements, target participants, and other key information about the activity.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request submission (electronic mail or physical document). Location: S-409, 4 th Floor South Wing, Main building Notes/Instruction: <i>Electronic submissions to be sent at gado@pup.edu.ph</i>	1.1. Review the request if it is in line with the office mandate and/or schedule availability. 1.2. Prepare the acceptance/decline/recommendation letter. 1.3. Send the acceptance/decline/recommendation letter (electronic mail or physical document).	None	5 working day/s, 3 hour/s 1 working day/s 8 hour/s	• Director ; Gender and Development Office • Director; Gender and Development Office • Director ; Gender and Development Office
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

3. GEDSI Technical Advisory

This refers to consultancy, development, and management of Gender Equity, Diversity, and Social Inclusion (GEDSI) Project/Program/Activity (PPA) provided by the Gender and Development Office and/or its Centers. The concern will be reviewed by the office's subject matter expert and draft a recommendation and/or schedule a meeting to discuss the recommendations. The client will be notified via electronic mail or physical document.

General Administrative Support Services

1. Request for catering service approved by Budget Office and PUP President or Vice President for Finance

The Service is to accommodate food request.

Office or Division:	General Administrative Support Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Colleges and Offices
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Client Service Action Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - University Canteen Catering Services

2. Request Letter for Catering Services

(1) Original Copy

Applicant / Client

Remarks:

This shall be signed and approved by the Sector Head or University President.

For Situational Requirement

A. For Requests Itemized in the Budget Allocation Form

A.1. Approved Request of Food

(1) Original Copy And (1) Photo Copy

Applicant / Client

A.2. Signed Budget Allocation Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Vice President for Planning and Finance

Sub Situational Requirement/s

A.a. For Requests Not Itemized in the Budget Allocation Form

A.a.1. Certificate of Available Fund

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Vice President for Planning and Finance

Remarks:

This shall be signed and certified by the Budget Section.

B. For Requests with a Special Order

B.1. Signed Special Order

(1) Original Copy

Applicant / Client

Remarks:

The special order shall be signed by the University President.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out the Client Service Action Form at the Office receiving area Location:	1. Give the Service Action Form and assist the Client	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; General Administrative Support Services

<p>University Canteen Catering Services Ground Floor, Sampaguita Bldg.</p> <p>Notes/Instruction:</p> <p><i>Without letter request approved by the Vice President for Finance, the client must fill out Catering Order and Reservation Form.</i></p>				<ul style="list-style-type: none"> • Food Service Supervisor I; General Administrative Support Services • Administrative Assistant I; General Administrative Support Services
<p>2. Submit the Request letter for catering services approved by the Vice President for Finance</p> <p>Location: GASS - University Canteen Catering Services Ground Floor, Sampaguita Bldg.</p> <p>Notes/Instruction:</p> <p><i>Note: UCCS Chief will issue Certificate for Cancellation of Catering Service if request can not accommodated signed by the Director of General Administrative Support Services</i></p> <p><i>Addendum: For clients without the approved request letter, accomplish the Catering Order and Reservation Form.</i></p>	<p>2.1. Accept the request letter from the client</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; General Administrative Support Services • Administrative Assistant I; General Administrative Support Services • Food Service Supervisor I; General Administrative Support Services
	<p>2.2. Acknowledge the receipt of letter stamping "RECEIVED"</p>		<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; General Administrative Support Services • Administrative Assistant I; General Administrative Support Services • Food Service Supervisor I; General Administrative Support Services
	<p>2.3. Check the letter of request of the Client if approved by the PUP President or Vice President for Finance</p>		<p>5 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide III; General Administrative Support Services • Administrative Assistant I; General Administrative Support Services • Food Service Supervisor I; General Administrative Support Services
	<p>2.4. Prepare and deliver the food to the client</p>	<p>1 working day/s</p>		<ul style="list-style-type: none"> • Administrative Aide III; General Administrative Support Services • Cook I; General Administrative Support Services • Cook II; General Administrative Support Services • Food Server ; General Administrative Support Services • Kitchen Helper; General Administrative Support Services • Waiter; General Administrative Support Services • Bus boy; General Administrative Support Services • Food Service Supervisor I; General Administrative Support Services

				<ul style="list-style-type: none"> • Store Keeper; General Administrative Support Services • Food Service Supervisor IV; General Administrative Support Services
3. Received the requested food and sign the Receipt Form Location: Venue of the requested catering Services	3. Deliver the food/service to the venue and issue receipt form to the client.	None	2 hour/s	<ul style="list-style-type: none"> • Waiter; General Administrative Support Services • Food Server; General Administrative Support Services • Food Service Supervisor I; General Administrative Support Services
Total Processing Time:	Working Days: 1 working day/s, 2 hour/s, 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Vehicle Reservation for Employees and Faculty Members

The General Administrative Support Services consistently receives vehicle requests from internal and external offices for the use of University Vehicle for Official Transaction. Officials who have RATA (Representation and Travel Allowance) are not qualified to request of university vehicle within Metro Manila as per the Transportation and Motor Pool Services Manual.

Office or Division:	General Administrative Support Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Polytechnic University of the Philippines Employees and Faculty Members
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Vehicle Request Form (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - General Administrative Support Services / Transportation and Motor Pool Services		
Remarks:				
This service is subject to the availability of vehicles.				
2. Letter of Intent (1) Original Copy	Applicant / Client			
Remarks:				
Requests must be signed and endorsed by the Program Head and the College Dean/Director and approved by their Sector Head.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit the filled-out Request for Official Vehicle via PUP Smart Interactive Technical Assistant (SINTA) and attach all the requirements. Location: General Administrative Support Services/ Transportation and Motor Pool Services / PUP Smart Interactive Technical Assistant (SINTA) Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the employees/faculty members is advised to secure another date to reserve.</i>	1.1. 1. Accept the emailed GASS Request for Official Vehicle Form from the client. 1.2. 2. Acknowledged receipt of the email. 1.3. 3. Check if the schedule requested is available. 1.4. 4. Confirm the availability of the vehicle for the schedule of the requesting party. 1.5. 5. Forward the Vehicle Request Form to the Transportation and Motor Pool Services Chief for Approval.	None	5 minute/s 5 minute/s 5 minute/s 5 minute/s 5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Administrative Aide III; General Administrative Support Services <ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Administrative Aide III; General Administrative Support Services <ul style="list-style-type: none"> Dispatcher ; General Administrative Support Services <ul style="list-style-type: none"> Dispatcher; General Administrative Support Services <ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Transportation and Motor Pool Services Chief;

				General Administrative Support Services
	1.6. Inform the client of the approved request and give instructions to ensure the reservation 2 days before the scheduled trip		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Transportation and Motor Pool Services Chief; General Administrative Support Services
	1.7. Inform the client that the transaction is successful and advise them to answer the online CSS which will be sent to them via email.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Administrative Staff; General Administrative Support Services Technical Staff ; General Administrative Support Services
	1.8. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Chief of TMPS, and the Director and ready for the intended day of dispatch.		30 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Transportation and Motor Pool Services Chief; General Administrative Support Services General Administrative Support Services Director; General Administrative Support Services
2.Manual Request				
Manual Request 2.A.Submit the filled-out GASS-TMPS Request for Official Vehicle Form to the General Administrative Support Services or Transportation and Motor Pool Services along with other requirements. Location: General Administrative Support Services/ Transportation and Motor Pool Services Location: General Administrative Support Services / Transportation and Motor Pool Services Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the client/student is advised to secure another date to reserve.</i>	2.A.1. Accept the filled-out Request for Official Vehicle Form from the client.	None	5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Technical Staff; General Administrative Support Services Administrative Aide III; General Administrative Support Services
	2.A.2. Acknowledged receipt of the request form.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services Technical Staff; General Administrative Support Services Administrative Aide III; General Administrative Support Services
	2.A.3. Check if the schedule requested is available.		5 minute/s	<ul style="list-style-type: none"> Dispatcher; General Administrative Support Services

	2.A.4. Confirm the availability of the vehicle for the schedule of the requesting party.		5 minute/s	• Dispatcher; General Administrative Support Services
	2.A.5. Forward the Vehicle Request Form to the Transportation and Motor Pool Services Chief for Approval.		5 minute/s	• Dispatcher; General Administrative Support Services
	2.A.6. Inform the client of the approved request and advise to ensure the trip via phone call 2 days before schedule.		5 minute/s	• Dispatcher; General Administrative Support Services
	2.A.7. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Chief of TMPS, and the Director and ready for the intended day of dispatch.		30 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services • General Administrative Support Services Director; General Administrative Support Services
Phone Call for Booking Request 2.B.The client will secure a vehicle via phone call and then will submit a filled-out Request for Official Vehicle Form along with other requirements. Location: General Administrative Support Services / Transportation and Motor Pool Services Notes/Instruction: <i>If there are no available vehicles upon request and checking of schedule, the request cannot be processed and the client/student is advised to secure another date to reserve.</i>	2.B.1. Accept the filled-out Request for Official Vehicle Form from the client.	None	5 minute/s	• Dispatcher; General Administrative Support Services • Technical Staff; General Administrative Support Services • Administrative Aide III; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.B.2. Acknowledged receipt of the request form.		5 minute/s	• Dispatcher; General Administrative Support Services • Technical Staff; General Administrative Support Services • Administrative Aide III; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.B.3. Check if the schedule requested is available.		5 minute/s	• Dispatcher; General Administrative Support Services

	2.B.4. Confirm the availability of the vehicle for the schedule of the requesting party.		5 minute/s	• Dispatcher; General Administrative Support Services
	2.B.5. Forward the Vehicle Request Form to the Transportation and Motor Pool Services Chief for Approval.		5 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services
	2.B.6. Inform the client of the approved request and advise to ensure the trip via phone call 2 days before schedule.		5 minute/s	• Dispatcher; General Administrative Support Services
	2.B.7. Prepare the Trip Ticket (5 copies) and have it signed by the Dispatcher, Chief of TMPS, and the Director and ready for the intended day of dispatch.		30 minute/s	• Dispatcher; General Administrative Support Services • Transportation and Motor Pool Services Chief; General Administrative Support Services • General Administrative Support Services Director; General Administrative Support Services

General Remarks

This service is subject to the availability of vehicles.

Total Processing Time:

*For Manual Request	Working Days: 2 hour/s, 5 minute/s
----------------------------	------------------------------------

*For Phone Call for Booking Request	Working Days: 2 hour/s, 5 minute/s
--	------------------------------------

Total Processing Fee:

*For Manual Request	Total Standard Fee: None
----------------------------	--------------------------

*For Phone Call for Booking Request	Total Standard Fee: None
--	--------------------------

Human Resource Management Department

1. Issuance of Certificate of Compliance

The Certificate of Compliance shall be issued to requesting officials, faculty members and administrative employees who have submitted the required proceedings for the attended trainings/seminars/staff development activities on official time with or without financial assistance within the year. Certificate of Compliance will also be issued to requesting officials, faculty members and administrative employees who have no pending submission of the required proceedings.

Office or Division:	Human Resource Management Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Officials, Faculty Members and Administrative Employees of the University
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Completely filled-out and duly signed Request Form (1) Original Copy	Agency - Division: Human Resource Management Department - Front Desk
2. Proceedings of previously attended trainings/seminars/staff development activities (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the Training and Development staff the completely filled-out and duly signed Request Form including the proceedings of the previously attended trainings / seminars / staff development activities; or request the service thru the OSRFAE or via email at hrmd@pup.edu.ph Location: HRMD Extension Office S 310, 3rd Floor, South Wing, Main Building	1.1. Acknowledge the receipt of the completely filled-out and duly signed Request Form/OSRFAE/email including the proceedings of the previously attended trainings/seminars/staff development activities, if available.	None	30 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide III; Human Resource Management Department
	1.2. Evaluate the request and verify if the requesting official / faculty member / administrative employee have submitted the required proceedings of the previously attended training / seminar / staff development activity. Inform the requesting official / faculty member / administrative employee to submit the required proceedings if there is no report on proceedings submitted yet.		3 hour/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department
	1.3. Prepare Certificate of Compliance.		3 hour/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department
	1.4. Forward to HRMD Training and Development Section Chief for signature.		3 hour/s	<ul style="list-style-type: none"> Administrative Officer II; Human Resource Management Department

				Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
	1.5. Review and sign the Certificate of Compliance.		20 minute/s	• Administrative Officer V; Human Resource Management Department
	1.6. Endorse the signed Certificate of Compliance to HRMD Training and Development Section staff for release.		20 minute/s	• Administrative Officer V; Human Resource Management Department
	1.7. Release the duly signed Certificate of Compliance to the requesting official / faculty member / administrative employee; send online or request via email		20 minute/s	• Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Officer II; Human Resource Management Department
2. Acknowledge receipt of the duly signed Certificate of Compliance. Location: HRMD Extension Office S 310, 3rd Floor, South Wing, Main Building	2. Require the requesting employee to acknowledge the receipt of the Certificate	None	5 minute/s	• Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Officer II; Human Resource Management Department
Total Processing Time:	Working Days: 10 hour/s, 35 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Issuance of Certificate of Employment

This refers to the certification of the employee's active employment in the Polytechnic University of the Philippines (PUP). The certification shall include the following details:

- Specific date of initial employment in the University;
- Status of Appointment;
- Current Position and Salary Grade Level; and
- Designation and Office

Office or Division:	Human Resource Management Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Officials, Faculty Members and Administrative Employees of the University			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Properly filled-out HRMD Request Form (1) Original Copy		Agency - Division: Human Resource Management Department - Front Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the properly filled-out HRMD Request Form or you may request thru PUP SINTA or email at hrmrmd@pup.edu.ph Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	1.1. Check if the HRMD Request Form is properly filled-out, acknowledge receipt of the request. Inform the requesting employee that the request can be released after two (2) working days	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department
	1.2. Forward the request to the administrative staff of the Records Management Section		10 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department
	1.3. Verify records of requesting employee		8 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource

				Management Department
	1.4. Prepare the request for Certificate of Employment		8 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department
	1.5. Forward the document to the Compensation Section Chief		8 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department
	1.6. Check and sign the Certificate of Employment		30 minute/s	<ul style="list-style-type: none"> • Compensation Section Chief; Human Resource Management Department
	1.7. Forward the requested document to the administrative staff for dry seal and release		30 minute/s	<ul style="list-style-type: none"> • Compensation Section Chief; Human Resource Management Department
2. Acknowledge receipt of Certificate of Employment Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	2.1. Imprint an official dry seal and release the Certificate of Employment to the requesting employee or send the scanned document via email 2.2. Require the requesting employee to acknowledge receipt of the Certificate of Employment	None	5 minute/s 5 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
Total Processing Time:	Working Days: 2 working day/s, 3 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Issuance of Certificate of Performance Evaluation Rating

"Performance Rating" refers to the certification issued to faculty member or administrative employees based on the actual rating they earned during the rating period.

Office or Division:	Human Resource Management Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All Faculty Members and Administrative Employees (Permanent and Casual)			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Properly filled-out HRMD Request Form (1) Original Copy		Agency - Division: Human Resource Management Department - Front Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the properly filled-out the HRMD Request Form or you may request thru PUP SINTA or email at hrmd@pup.edu.ph Location: HRMD Extension Office S-310, 3rd Floor, South Wing, Main Building	1. Require the requesting employee to fill-out the HRMD Request Form; check request of certificate in PUP SINTA	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource Management Department
2. Inform HRMD-PMES of the request for Performance Evaluation Rating, manual and online request thru PUP SINTA Location: HRMD Extension Office S-310, 3rd Floor, South Wing, Main Building	2.1. Check if the request form is properly filled-out, acknowledge the receipt of the request. Inform the requesting employee that the request can be released after two (2) working days	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource Management Department
	2.2. Forward the request to Administrative of the PMES		5 minute/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource Management Department
	2.3. Verify the records of the requesting employee and update the PERC		45 minute/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource Management Department
	2.4. Encode and print the certificate of performance rating for review and initial of the PMES Section Chief		1 hour/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource Management Department
	2.5. Review and verify the correctness of the entry. If there is an error, return the certificate to the administrative staff for correction. If there is no correction, initialed the 2nd copy of the certificate and forward the same to Director's Office for signature		15 minute/s	<ul style="list-style-type: none"> Performance Monitoring and Evaluation Section Chief; Human Resource Management Department
3. Acknowledge receipt of the Certificate of Performance Evaluation Rating Location:	3.1. Imprint an official dry seal and release the Certificate to the requesting employee; send pdf copy of certificate to the institutional email of requester.	None	3 minute/s	<ul style="list-style-type: none"> Administrative Aide II; Human Resource

HRMD Extension Office S-310, 3rd Floor, South Wing, Main Building	3.2. Require the requesting employee to acknowledge receipt of the Certificate.	2 minute/s	Management Department • Administrative Aide II; Human Resource Management Department
Total Processing Time:	Working Days: 2 hour/s, 20 minute/s		
Total Processing Fee:	Total Standard Fee: None		

4. Issuance of Service Record

This refers to the certification of the actual services rendered by the employee of the University supported by the appointment and other papers issued by HRMD and approved by the authorities concerned.

Office or Division:	Human Resource Management Department
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All faculty members and administrative employees of the University.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Properly filled-out HRMD Request Form (1) Original Copy	
	Agency - Division: Human Resource Management Department - Front Desk
CLIENT STEPS	AGENCY ACTIONS
	1.1. Check if the request form is properly filled-out. Acknowledge receipt of the request. Inform the requesting employee that the request can be released after two (2) working days. HRMD Front Desktop S-305, 3rd Floor, South Wing, Main Building
	1.2. Forward the request to the administrative staff of the Records Management Section; check request of certificate in PUP SINTA
	1.3. Verify records of requesting employee.
	1.4. Prepare the requested Service Record
	FEES TO BE PAID None 10 minute/s 10 minute/s 20 minute/s 20 minute/s
	PROCESSING TIME • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department • Administrative Aide IV; Human
	PERSON RESPONSIBLE (Designation; Office) • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department • Administrative Aide IV; Human

				Resource Management Department
	1.5. Forward to the Welfare and Benefits Section Chief for proper verification and checking		20 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department
	1.6. Sign Service Record		10 hour/s	<ul style="list-style-type: none"> • Welfare and Benefits Section Chief; Human Resource Management Department
	1.7. Forward to assigned administrative staff for dry seal and release		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
2. Acknowledge receipt of Service Record Location: HRMD Front Desk S-305, 3rd Floor, South Wing, Main Building	2.1. Imprint an official dry seal and release the Certificate to the requesting employee; send pdf copy via email. 2.2. Require the requesting employee to acknowledge receipt of the Certificate of Service Record.	None	5 minute/s 5 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department
Total Processing Time:	Working Days: 1 working day/s, 1 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Issuance of Certificate of Employment with Compensation

This refers to the certification of the employee's active employment in the Polytechnic University of the Philippines (PUP). The certification shall include the following details:

- Specific date of initial employment in the University;
- Status of Appointment;
- Current Position and Salary Grade Level; and
- Designation and Office; and
- Detailed annual compensation

Office or Division:	Human Resource Management Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All Faculty Members (Permanent and Temporary) and Administrative Employees (Permanent and Casual) of the University			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Properly filled-out HRMD Request Form (1) Original Copy		Agency - Division: Human Resource Management Department - Front Desk		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the properly filled-out HRMD Request Form or you may request thru PUP SINTA or email at hrmd@pup.edu.ph Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	1.1. Check if the HRMD Request Form is properly filled-out, acknowledge receipt of the request. Inform the requesting employee that the request can be released after two (2) working days	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department
	1.2. Forward the request to the administrative staff of the Records Management Section		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department
	1.3. Verify records of requesting employee		10 hour/s, 59 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Human Resource Management Department • Administrative Aide IV; Human Resource Management Department • Administrative Aide VI; Human

				Resource Management Department
	1.4. Prepare the request for Certificate of Employment		10 hour/s, 59 minute/s	<ul style="list-style-type: none"> Administrative Aide IV; Human Resource Management Department Administrative Aide IV; Human Resource Management Department Administrative Aide VI; Human Resource Management Department
	1.5. Forward the document to the Compensation Section Chief		10 hour/s, 59 minute/s	<ul style="list-style-type: none"> Administrative Aide IV; Human Resource Management Department Administrative Aide IV; Human Resource Management Department Administrative Aide VI; Human Resource Management Department
	1.6. Check and sign the Certificate of Employment		5 hour/s, 30 minute/s	<ul style="list-style-type: none"> Compensation Section Chief; Human Resource Management Department
	1.7. Forward the requested document to the administrative staff for dry seal and release		5 hour/s, 30 minute/s	<ul style="list-style-type: none"> Compensation Section Chief; Human Resource Management Department
2. Acknowledge receipt of Certificate of Employment Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	<p>2.1. Imprint an official dry seal and release the Certificate of Employment to the requesting employee or send the scanned document via email</p> <p>2.2. Require the requesting employee to acknowledge receipt of the Certificate of Employment</p>	None	<p>3 minute/s</p> <p>3 minute/s</p>	<ul style="list-style-type: none"> Administrative Aide IV; Human Resource Management Department Administrative Aide IV; Human Resource Management Department Administrative Aide IV; Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department
Total Processing Time:	Working Days: 4 working day/s, 13 minute/s			
Total Processing Fee:	Total Standard Fee: None			

6. Processing of Special Order

A "Special Order" refers to a routine order issued to individuals that includes matter concerning their formal requests.

Office or Division:	Human Resource Management Department				
Category:	Internal Service				
Classification:	Complex				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	Officials, Faculty Members and Administrative Employees				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Standard Requirement					
1. Approved request letter by the President (1) Original Copy		Agency - Division: Office of the President - Office of the President			
2. Budget Allocation Form (1) Original Copy		Agency - Division: Budget Services Office - Budget Services Office			
3. Program of Invitation, etc. (1) Photo Copy		Agency - Division: Sponsoring Agency/Office - Sponsoring Agency/Office			
4. Evaluation and Recommendation (1) Original Copy Remarks: Request/s without financial assistance:		Agency - Division: Human Resource Management Department-Training and Development Section, Research Management Office and Extension Management Office - Human Resource Management Department-Training and Development Section, Research Management Office, Extension Management Office			
1. Approved request letter by the President - Office of the President 2. Program of invitation, etc. - Sponsoring Agency/Office 3. Evaluation and Recommendation - Human Resource Management Department-Training and Development Section					
Sub Requirement					
4.A. a. Seminar - HRDM endorsement 4.B. b. Research/Publication Incentives 4.C. c. Extension Project/s 4.D. d. Financial Assistance (Faculty)					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Verify in the Document Tracking System (DTS) if request/s had been approved and forwarded to HRMD from the Office of the President Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	1.1. Acknowledge the receipt of duly approved letter of request with complete attached requirements	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide; Human Resource Management Department) Administrative Aide IV (HRMD Aide; Human Resource Management Department) Administrative Aide III; Human Resource Management Department 	
	1.2. Encode the approved request both in the Human Resource Management System (HRMS) and Document Tracking System (DTS) for endorsement to the Director's Office		20 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department 	

				• Administrative Aide IV (HRMD Aide); Human Resource Management Department
2. Assign approved Special Order to concerned HRMD personnel. Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	2.1. Assign special order for preparation to concerned HRMD personnel.	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department • Administrative Officer II; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
	2.2. Forward the assigned approved special order to concerned administrative staff through HRMS and DTS.		15 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Assistant II; Human Resource Management Department • Administrative Aide VI; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Officer II; Human Resource Management Department
	2.3. Encode special order.		1 working day/s	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Assistant II; Human Resource Management Department

				<ul style="list-style-type: none"> • Administrative Aide VI; Human Resource Management Department • Administrative Officer II; Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
	2.4. Proofreading of the prepared special order. If there is an error, return the draft special order to assigned Administrative Staff for correction. If there's none, put initials on the 2nd copy of the special order and forward the same to the Director's Office for signature		1 working day/s	<ul style="list-style-type: none"> • Administrative Officer V; Human Resource Management Department • Administrative Officer V; Human Resource Management Department • Administrative Officer IV; Human Resource Management Department • Senior Administrative Assistant III; Human Resource Management Department
	2.5. Special Order reviewed by the Director for endorsement to concerned Sector.		20 minute/s	<ul style="list-style-type: none"> • Chief Administrative Officer; Human Resource Management Department
3. Forward signed Special Order to concern sector and Office of the President Location: Sector Office/s and Office of the President Second Floor, South Wing, Main Building	<p>3.1. Transfer the reviewed Special Order to concerned Sector through DTS for approval</p> <p>3.2. Forward the signed Special Order to the Office of the President for approval</p>	None	<p>1 working day/s</p> <p>1 working day/s</p>	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Assistant II; Human Resource Management Department <ul style="list-style-type: none"> • Administrative Aide III - OVPSAS; Any of requesting office / division • Administrative Aide III - OVPA; Any of requesting office / division • Administrative Assistant II - OVPAA; Any of requesting office / division • Administrative Aide III - OEVP; Any of requesting office / division • Administrative Aide III - OVPC; Any of requesting office / division

				<ul style="list-style-type: none"> • Administrative Aide III - OVPRED; Any of requesting office / division • Administrative Assistant II - OVPPF; Any of requesting office / division
	3.3. Signed and approved Special Order by the President forwarded to HRMD		2 working day/s	<ul style="list-style-type: none"> • SUC President IV - OP; Any of requesting office / division
4. Received signed special order from the Office of the President and forward to the Central Records Section Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	<p>4.1. Receive approved/signed special order from the Office of the President</p> <p>4.2. Forward the approved Special Order to the Central Records Section for distribution to the concerned personnel</p>	None	<p>10 minute/s</p> <p>20 minute/s</p>	<ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department <ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide IV (HRMD Aide); Human Resource Management Department
Total Processing Time:	Working Days: 6 working day/s, 1 hour/s, 50 minute/s			
Total Processing Fee:	Total Standard Fee: None			

7. Evaluation and Recommendation of Request for Trainings, Seminars and Staff Development Activities

Requests for trainings/seminars/staff development activities will be evaluated based on its relation with the core functions of the requesting official, faculty members or administrative employees. The Human Resource Management Department, based on its evaluation of the request shall recommend if the participation is recommended or not.

Office or Division:	Human Resource Management Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Officials, Faculty Members and Administrative Employees of the Polytechnic University of the Philippines			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Completely filled-out and duly signed Application and Recommendation Letter (1) Original Copy	Applicant / Client			
2. Invitation (1) Original Copy	Applicant / Client			
3. Course Description (1) Photo Copy	Applicant / Client			
4. Course Objectives (1) Photo Copy	Applicant / Client			
5. Course Outline / Program of Activities (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the HRMD the completely filled-out and duly signed Application and Recommendation Letter including other documentary requirements. Location: HRMD Front Desk S 305, 3rd Floor, South Wing, Main Building	1.1. Acknowledge the receipt of the completely filled-out and duly signed Application and Recommendation Letter.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide III; Human Resource Management Department
	1.2. Endorse completely filled-out and duly signed Application and Recommendation Letter to the HRMD Training and Development Section Chief for appropriate action.		15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Aide III; Human Resource Management Department
	1.3. Evaluate the request		9 hour/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide);

			Human Resource Management Department <ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department • Administrative Aide III; Human Resource Management Department
1.4. Prepare and sign the evaluation and recommendation document.	9 hour/s		• Administrative Officer V; Human Resource Management Department
1.5. Forward evaluation and recommendation document to the HRMD Director for signature including the completely filled-out and duly signed Application and Recommendation Letter.	2 hour/s		• Administrative Officer V; Human Resource Management Department
1.6. Review and sign the evaluation and recommendation document and Application and Recommendation Letter.	4 hour/s		• Chief Administrative Officer; Human Resource Management Department
1.7. Endorse signed Application and Recommendation Letter to support staff for release.	4 hour/s		• Chief Administrative Officer; Human Resource Management Department
1.8. Endorse the signed evaluation and recommendation document to concerned sector head	2 hour/s		• Administrative Assistant II; Human Resource Management Department <ul style="list-style-type: none"> • Administrative Aide IV (HRMD Aide); Human Resource Management Department
Total Processing Time:	Working Days: 2 working day/s, 8 hour/s, 30 minute/s		
Total Processing Fee:	Total Standard Fee: None		

8. Analysis of the Submitted Post-Activity Report

The submitted post-activity report as required in Special Order of the attended trainings/seminars/staff development activities will be evaluated in accordance with prescribed template of the report. The Human Resource Management Department, based on its evaluation will determine the effectiveness of the attended trainings/seminars/staff development activities.

Office or Division:	Human Resource Management Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Officials, Faculty Members and Administrative Employees of the Polytechnic University of the Philippines			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Post Activity Report (1) Original Copy	Applicant / Client			
2. Special Order (1) Photo Copy	Applicant / Client			
3. Certificate of Attendance / Completion (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit to the HRMD the post activity report including attachments. Location: HRMD Extension Office S 310, 3rd Floor, South Wing, Main Building	1.1. Acknowledge the receipt of the duly signed and detailed post-activity report with attachments.	None	15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Officer II; Human Resource Management Department
	1.2. Endorse duly signed and detailed post-activity report with attachments to the HRMD Training and Development Section Chief for appropriate action.		15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV (HRMD Aide); Human Resource Management Department Administrative Officer II; Human Resource Management Department
	1.3. Evaluate the completeness of the submitted post-activity report.		10 hour/s	<ul style="list-style-type: none"> Administrative Officer V; Human Resource Management Department
	1.4. Endorse the evaluated post-activity report to the Training and Development Section Staff for issuance of Certificate of Compliance		10 hour/s	<ul style="list-style-type: none"> Administrative Officer V; Human Resource Management Department
Total Processing Time:		Working Days: 1 working day/s, 9 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

Information and Communications Technology Office

1. Request for Data Generation (Complex)

Provision of response to complex concerns for generation of customized report from PUP Information Systems (PUP Student Information System, PUP iApply, PUP Personnel Portal, etc) based on requestor's requirements.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	PUP Offices, PUP Campuses, and Other Government Agency
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Duly signed request Letter, email request, or request from PUP SINTA Portal

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Letter/request to be produced by **PUP Offices, PUP Campuses, and other Government Agency.**

2. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (<https://pupsinta.freshservice.com/support/home>)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request	None	8 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.2. Validate if the request complies with University policies and guidelines.		30 minute/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.3. Validate data availability.		8 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.4. Give feedback to the client on the requested data.		1 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.5. Generate, sanitize and finalize report based on the available data		5 working day/s, 2 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems

				Development Section
	1.6. Inform the client of the actions taken by sending a reply in the service request.		1 hour/s	• Information Systems Analyst III; Information Systems Development Section
	1.7. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Analyst III; Information Systems Development Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Analyst III; Information Systems Development Section
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for ICTO Facility Reservation with Corresponding Fees (Complex)

Reservation on the use of ICTO Computer Laboratory for classes or University event that requires the use of computers and other ICTO facilities with corresponding fees.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Duly accomplished and signed ICTO Computer Laboratory Reservation Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office

Remarks:

ICTO HelpDesk, Phase 1, ICTO 2nd Floor, NALLRC

2. Official Receipt

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office

Remarks:

Must be submitted after the issuance of Statement of Account

3. Identification Card

PUP Identification Card

Remarks:

to be secured from PUP Human Resource Management Department

4. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Linkj - PUP SINTA Portal: (<https://pupsinta.freshservice.com/support/home>)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/service request in the PUP Sinta Portal and fill-up the event details. Upload in the service request the scanned copy/photo of ID Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP SINTA Portal and open the service request	None	8 hour/s	<ul style="list-style-type: none"> • Information Systems Researcher I; Operations and Support Management Section
	1.2. Validate the client's status and identity		30 minute/s	<ul style="list-style-type: none"> • Information Systems Researcher I; Operations and Support Management Section
	1.3. Check the completeness of the event details and the availability of the facility based on the requested date and time. Evaluate software, internet access and hardware requirement/s needed. Check if not covered by laboratory fees. Approve or disapprove the request.		4 working day/s, 9 hour/s, 40 minute/s	<ul style="list-style-type: none"> • Information Systems Researcher I; Operations and Support Management Section

	1.4. Inform the client on the reservation status and fees on the computer laboratory use by sending a reply in the service request.		1 hour/s	• Information Systems Researcher I; Operations and Support Management Section
	1.5. Mark the request in the SINTA Portal as Resolved.		30 minute/s	• Information Systems Researcher I; Operations and Support Management Section
	1.6. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.		1 hour/s	• Information Systems Researcher I; Operations and Support Management Section
2. Appear on the reserved date and time. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Issue Attendance Sheet	None	30 minute/s	• Information Systems Researcher I; Operations and Support Management Section
3. Submit Attendance Sheet after using the computer laboratory Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	3. Accepts the Attendance Sheet and Check the Laboratory premises for any damage or missing items. Compute and issue Statement of Account based on the number of students/participants and hours the laboratory was used.	None	1 hour/s	• Information Systems Researcher I; Operations and Support Management Section
4. Present Statement of Account to the Accounting Department Location: Accounting Office, PUP Main Building, Ground Floor, South Wing	4. Receive the Statement of Account and issue Order of Payment	None	1 hour/s, 10 minute/s	• Accounting Staff; Accounting Department
5. Pay amount to Fund Management Office Location: Fund Management Office, PUP Main Building, Ground Floor, South Wing	5.1. Process acceptance of payment of ICTO Computer Laboratory usage	Formula Fees Breakdown: ICTO Computer Laboratory Usage Fee	9 hour/s	• Cashier Staff; Fund Management Office
	5.2. Issue Official Receipt		10 minute/s	• Cashier Staff; Fund Management Office
6. Submit a photocopy of receipt to ICTO Laboratory Administrator Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	6. Accept photocopy of receipt and record payment details.	None	30 minute/s	• Information Systems Researcher I; Operations and Support Management Section
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees ICTO Computer Laboratory Usage Fee (PHP 10.00 × number of persons) × number of hours				

3. Request for Information System Enhancement (Highly Technical)

Provision of minor modification of function, feature, performance, or interfaces of existing ICTO-developed information system that uses the same operating environment as the current system.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Offices, PUP Campuses
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Duly Signed Request Letter or Proposal (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
Remarks:		Letter to be secured from PUP Offices, PUP Campuses, and other Government Agency.		
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)		
3. Duly accomplished Change Request Form (PUP-CRFO-2-ICTO-005) (1) Original Copy Or (1) Electronic Copy		Agency - Division: PUP Information and Communication Technology Office - IT Project Management Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.2. Assess the service request and recommend to the ICTO Director for approval.		1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.3. Approval of the request and endorsement		1 working day/s	<ul style="list-style-type: none"> • Information Technology Officer II; Information and Communications Technology Office
	1.4. Receive the request and assign a Project Manager		3 hour/s	<ul style="list-style-type: none"> • Information Systems Analyst III; Information Systems Development Section
	1.5. Request a meeting with the process owners		1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project

				Management Section
2. Meet with ICTO Team Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2.1. Discuss and identify functions, conditions, business rules, and parameters needed to be enhanced in the concerned information system	None	1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; Any of requesting office / division • IS Developers; Any of requesting office / division • Office Head; Any of requesting office / division
	2.2. Finalize Change Request Form (CRF), to be signed by the Developer, ISDS Chief, Process Owner and Head of the Office/Sector Head		1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; Any of requesting office / division • Office Head; Any of requesting office / division • Sector Head/University President; Any of requesting office / division
	2.3. Enhance the Information System based on identified functions, conditions, business rules, and parameters. Regularly monitor the progress of the project, and submit required reports		7 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • IS Developers; Information Systems Development Section
	2.4. Conduct functional and code testing		2 working day/s	<ul style="list-style-type: none"> • IS Developers; Information Systems Development Section
3. Accomplish required forms Location: PUP Information and Communication Technology Office - IT Project Management Section	3. Accomplish a User Acceptance Testing Certification (PUP-UATC-2-ICTO-004)	None	1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; • Office Head; • IS Developers;
4. Attend core users' training and close the request Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	4.1. Conduct hands-on training of core users	None	2 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; Any of requesting office / division • Office Head; Any of requesting office / division • IS Developers; Information Systems Development Section

	4.2. Deploy and monitor the enhanced information system		1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; • Office Head; • IS Developers;
	4.3. Establish the User Acceptance Testing Certification (PUP-UATC-2-ICTO-004) and close the service request		1 working day/s	<ul style="list-style-type: none"> • Information Systems Analyst III; IT Project Management Section • Process Owners; Any of requesting office / division • Office Head; Any of requesting office / division
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None			

4. Request for Information System Project Advising (Highly Technical)

Provision of consultation to ensure well-coordinated planning, development, integration, and implementation of Information System projects.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Offices, Colleges, Campuses, PUP Officials
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Request Letter

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - PUP Offices, Colleges and Campuses

Remarks:

Request Letter with the following details

- Project Name
- Project Type (Custom Software Development, Website Development, System Integration, Data Migration, API Development)
- Project Goal and Challenges (Budget, Timeline, Resources)
- Specific Areas of Advice (Project Management, System Integration, Technology Selection)
- Target Date of Project Implementation

2. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (<https://pupsinta.freshservice.com/support/home>)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. File service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	• Information Systems Analyst III; IT Project Management Section
	1.2. Review and assign the ticket to an IT Project Manager.		1 hour/s	• Information Systems Analyst III; IT Project Management Section
	1.3. Assess the request and coordinate with the Requesting Process Owner for the additional information		3 working day/s	• Information Systems Analyst III; IT Project Management Section
	1.4. Coordinate with the Subject Matter Expert/s for the selection of appropriate technologies and solutions		3 working day/s	• Information Systems Analyst III; IT Project Management Section
	1.5. Analyze, review, and prepare the Advising Form with the following: Suggested project strategies, Recommended resources or tools, Timeline considerations		10 working day/s	• Information Systems Analyst III; IT Project Management Section
	1.6. Send the duly accomplish IS Advising Form thru PUP SINTA Portal		30 minute/s	• Information Systems Analyst III;

				IT Project Management Section
2. Add inputs to the IS Advising Form Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2.1. Analyze, review, and adjust the recommendations to better suit the project requirements	None	3 working day/s	• Information Systems Analyst III; IT Project Management Section
	2.2. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Analyst III; IT Project Management Section
3. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	3. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Analyst III; IT Project Management Section
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for Information Systems Support for PUP Academic and Administrative Personnel (Simple)

Provision of technical support to simple concerns related to Student Information System (SIS), iApply, Smart Interactive Technical Assistant (SINTA). Simple concerns include information system account creation, reset password, login errors, transfer of entrance examination application(iApply), and Smart Interactive Technical Assistant (SINTA) ticket creation assistance.

Office or Division:	Information and Communications Technology Office							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Identification Card <ul style="list-style-type: none"> • PUP Employee ID (for PUP Personnel) <p>Remarks:</p> <ul style="list-style-type: none"> • PUP Identification Card for PUP Personnel can be acquired from PUP Human Resource Management Division 								
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. File inquiry/service request in the PUP Sinta Portal. Upload in the service request the scanned copy/photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP SINTA Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section 				
	1.2. Validate the client's status and identity		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst; Operations and Support Management Section 				

	1.3. Assess and process the service request		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.5. Mark the request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

6. Request for Information Systems Support for PUP Academic and Administrative Personnel (Complex)

Provision of technical support to complex concerns related to Student Information System (SIS), iApply, Smart Interactive Technical Assistant (SINTA). Complex concerns include technical errors or problems encountered in using and accessing the information systems related to entrance examination application(iApply), registration and enrollment (SIS), and SINTA access concerns.

Office or Division:	Information and Communications Technology Office							
Category:	Internal Service							
Classification:	Complex							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Identification Card <ul style="list-style-type: none"> • PUP Employee ID (for PUP Personnel) <p>Remarks:</p> <ul style="list-style-type: none"> • PUP Identification Card for PUP Personnel can be acquired from PUP Human Resource Management Division 								
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)			Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Registration Link - PUP SINTA Portal: https://pupsinta.freshservice.com/support/home					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. File inquiry/service request in the PUP Sinta Portal. Upload in the service request the scanned copy/photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP SINTA Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section 				
	1.2. Validate the client's status and identity		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section 				

	1.3. Assess the service request that needs escalation to 2nd Level Support		2 working day/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher I; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.4. Level 2 Support Process and Resolve the request.		4 working day/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
	1.6. Mark the request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	<ul style="list-style-type: none"> Information Systems Analyst III; Information Systems Development Section
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

7. Request for IT Hardware and Software Technical Support (Simple)

Provision of technical support services for IT hardware and software on PUP-owned ICT equipment. This includes addressing simple concerns such as printer and file sharing, computer account management, software installation and configuration, and basic hardware troubleshooting.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy	Agency - Division: Information and Communication Technology Office - ICTO Technical Support
2. PUP-owned ICT equipment with property number (Sample: Any Count Hardware or Software)	Agency - Division: ICTO Technical Support Office, PUP Main Building, 2nd Floor Southwing - ICTO Technical Support
3. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)	Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Registration Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. File inquiry/ service request in the PUP Sinta Portal. Make sure the ICT equipment is PUP-owned and with a property number Location: ICTO Technical Support Office, PUP Main Building, 2nd Floor Southwing	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess and process the service request		2 working day/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Researcher III; Network and Systems Administration Section

	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Researcher III; Network and Systems Administration Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent. Location: ICTO Technical Support Office, PUP Main Building, 2nd Floor, Southwing	2. 1. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide IV; Network and Systems Administration Section • Information Systems Analyst III; Network and Systems Administration Section
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

8. Request for IT Hardware and Software Technical Support (Complex)

Provision of technical support services for IT hardware and software on PUP-owned ICT equipment. This includes addressing complex issues such as hardware repairs, software and system errors, system upgrades and migrations, as well as peripheral and device-related concerns.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy	Agency - Division: ICTO Technical Support Office, PUP Main Building, 2nd Floor Southwing - Network and Systems Administration Section
2. PUP-owned ICT equipment with property number (Sample: Any Count Hardware or Software)	Agency - Division: ICTO Technical Support Office, PUP Main Building, 2nd Floor Southwing - Network and Systems Administration Section
3. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)	Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. File inquiry/ service request in the PUP Sinta Portal. Make sure the ICT equipment is PUP-owned and with a property number. Location: ICTO Technical Support Office, PUP Main Buidling, 2nd Floor Southwing	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Administrative Aide IV; Network and Systems Administration Section Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	<ul style="list-style-type: none"> Administrative Aide IV; Network and Systems Administration Section Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess the Service Request and identify the concern needed for escalation.		2 working day/s	<ul style="list-style-type: none"> Administrative Aide IV; Network and Systems Administration Section Information Systems Researcher III; Network and Systems Administration Section

	1.4. Level 2 Support / Technical Support process the service request		4 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.6. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor PUP NALRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

9. Request for IT Network Technical Support (Simple)

Provision of IT network technical support services to offices, including troubleshooting connectivity issues, maintaining and configuring network devices (routers, switches, and access points), assisting users with network access issues, monitoring system performance, and ensuring stable and secure network connectivity.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Offices, Colleges, Campuses, PUP Academic Personnel, PUP Administrative Personnel
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy			Agency - Division: Information and Communication Technology Office - Network and Systems Administration Section	
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)			Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, ICTO Helpdesk, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess and process the service request		2 working day/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section

2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. The Survey Link is automatically sent to the client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

10. Request for IT Network Technical Support (Complex)

Provision of IT network technical support services for complex issues in PUP offices and facilities. These include persistent downtime, high latency, IP conflicts, VPN failures, firewall misconfigurations, network congestion, and loopback. This service request also covers the local area network setup and configuration.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Offices, Colleges, Campuses, PUP Academic Personnel, PUP Administrative Personnel
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy				
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess the service request that needed for escalation		2 working day/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.4. Level 2 Support / Expert process and resolve the request.		4 working day/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> Information Systems Researcher III; Network and Systems Administration Section

	1.6. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

11. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Simple)

Provision of technical expertise and advising on simple inquiries/requests related to procurement of common ICT Equipment, Semi-Expendable ICT Equipment, ICT Supplies, ICT Software, and ICT Software Subscription that are available in the PS-DBM, PMO Catalog, or ICTO Catalog.

Office or Division:	Information and Communications Technology Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy		Agency - Division: Information and Communication Technology Office - Network and Systems Administration Section		
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess and process the service request		2 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.4. Provide technical expertise/advice or information requested by the client by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section

2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. The Survey Link is automatically sent to the client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

12. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Complex)

Provision of technical expertise and advising on complex inquiries/requests related to procurement of specialized ICT Equipment, Semi-Expendable ICT Equipment, ICT Supplies, ICT Software, and ICT Software Subscription that requires detailed terms of reference, market survey, and integration planning. Specialized refers to IT projects unique to the requesting office.

Office or Division:	Information and Communications Technology Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy		Agency - Division: Information and Communication Technology Office - Network and Systems Administration Section		
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess the service request. Provide technical expertise/advice or information requested by the client.		6 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.4. 1.5 Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section

2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

13. Request for IT Procurement Technical Support for PUP Academic and Administrative Personnel (Highly Technical)

Provision of technical expertise and advising on highly technical ICT projects procurement. These include University-wide projects that requires planning and design, market study, benchmarking, coordination with other PUP offices and solution integrators and drafting of the technical specifications.

Office or Division:	Information and Communications Technology Office			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official request (walk-in, phone call or duly signed letter) (1) Original Copy		Agency - Division: Information and Communication Technology Office - Network and Systems Administration Section		
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.2. Validate the client's identity		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.3. Assess the service request		2 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.4. Conduct coordination meetings with the client for assessment of requirements.		4 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Conduct market research and preparation of procurement documents.		13 working day/s	• Information Systems Researcher III; Network and Systems Administration Section

	1.6. Provide information or documents requested by the client by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.7. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		

14. Request for IT Security-Related Support (Highly Technical)

Provision of investigation and response to IT security-related incidents.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Offices, Administrative Employees, Faculty, Officials and Staff
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Official Request, email request or request from PUP SINTA Portal

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

Remarks:

Letter to be secured from PUP Offices, Administrative Employees, Faculty, Officials, and Staff

2. Details of the security-related incident

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Information and Communications Technology Office

Remarks:

ICTO, Information System or PUP-owned software where security-related incident occurred

3. Supporting evidence

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Information and Communications Technology Office

Remarks:

ICTO Information System or PUP-owned software where security-related incident occurred.

4. PUP Smart Interactive Technical Assistant (SINTA) Registration

(Sample: 1 Account)

Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (<https://pupsinta.freshservice.com/support/home>)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/ service request in the PUP Sinta Portal. Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Information Security and Data Management Chief; Information Security and Data Management Section
	1.2. Validate the client's identity		30 minute/s	<ul style="list-style-type: none"> Information Security and Data Management Section Chief; Information Security and Data Management Section

	1.3. Assess and investigate the security-related incident and perform necessary actions		19 working day/s	• Information Security and Data Management Section Chief; Information Security and Data Management Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Information Security and Data Management Section Chief; Information Security and Data Management Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Security and Data Management Section Chief; Information Security and Data Management Section
2. Validate action made by ISDMS personnel Location: Information and Communication Technology Office, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Security and Data Management Section Chief; Information Security and Data Management Section
Total Processing Time:	Working Days: 20 working day/s			
Total Processing Fee:	Total Standard Fee: None			

15. Request for Webmail Technical Support for PUP Academic and Administrative Personnel (Simple)

Request for Webmail Technical Support includes creation of institutional email and reset password for currently active PUP faculty and administrative employee.

Office or Division:	Information and Communications Technology Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Offices, Administrative Employees, Faculty, Officials and Staff			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <ol style="list-style-type: none"> Identification ID PUP Identification ID Remarks: PUP Identification Card for PUP Personnel can be acquired from PUP Human Resource Management Division 				
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account)		Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 4. File inquiry/ service request in the PUP Sinta Portal. Upload in the service request the scanned copy / photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher I; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.2. Validate the client's enrollment status and identity		30 minute/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support Management Section Information Systems Researcher I; Operations and Support Management Section Information Systems Analyst III; Operations and Support Management Section
	1.3. Assess and process the service request		2 working day/s	<ul style="list-style-type: none"> Administrative Aide VI; Operations and Support

				Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.4. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
	1.5. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
2. Validate action made by agent. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section
Total Processing Time:	Working Days: 3 working day/s			
Total Processing Fee:	Total Standard Fee: None			

16. Request for Webmail Technical Support for PUP Academic and Administrative Personnel (Complex)

Provision of technical support to PUP Webmail complex concerns for Academic and Administrative Employees. Complex concerns include webmail account issues, license concerns and activation, and webmail security-related issues.

Office or Division:	Information and Communications Technology Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Offices, Administrative Employees, Faculty, Officials and Staff
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Identification Card PUP Identification Card Remarks: PUP Identification Card for PUP Personnel can be acquired from PUP Human Resource Management Division							
2. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account) Agency - Division: PUP Smart Interactive Technical Assistant (SINTA) Link - PUP SINTA Portal: (https://pupsinta.freshservice.com/support/home)							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. File inquiry/ service request in the PUP Sinta Portal. Upload in the service request the scanned copy / photo of registration card, ID, and screenshot of error(s) encountered. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP Sinta Portal and open the service request.	None	8 hour/s	<ul style="list-style-type: none"> • Administrative Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section 			
	1.2. Validate the client's enrollment status and identity		30 minute/s	<ul style="list-style-type: none"> • Administrataive Aide VI; Operations and Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information Systems Analyst III; Operations and Support Management Section 			
	1.3. Assess the service request that needs escalation to 2nd Level Support		2 working day/s	<ul style="list-style-type: none"> • Adminstrative Aide VI; Operations and 			

				Support Management Section • Information Systems Researcher I; Operations and Support Management Section • Information systems Analyst III; Operations and Support Management Section
	1.4. Level 2 Support Process and Resolve the request.		4 working day/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.5. Inform the client on the actions taken by sending a reply in the service request.		1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
	1.6. Mark the service request in the SINTA Portal as resolved.		30 minute/s	• Information Systems Researcher III; Network and Systems Administration Section
2. Validate action made by agent. Location: Information and Communication Technology Office, 2nd Floor, NALLRC	2. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after two (2) working days. Survey link is automatically sent to client's email to be filled out by clients.	None	1 hour/s	• Information Systems Researcher III; Network and Systems Administration Section
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

17. Request for ICTO Facility Reservation without Fees (Simple)

Reservation on the use of ICTO Computer Laboratory for classes or University events that requires the use of computers and other ICTO facilities without the corresponding fees. This includes classes with courses covered by laboratory fees.

Office or Division:	Information and Communications Technology Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Academic Personnel, PUP Administrative Personnel			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <p>1. Duly accomplished and signed ICTO Computer Laboratory Reservation Form (1) Original Copy Remarks: ICTO HelpDesk, Phase 1, ICTO 2nd Floor, NALLRC</p> <hr/> <p>2. Identification Card PUP Identification Card Remarks: to be secured from PUP Human Resource Management Department</p> <hr/> <p>3. PUP Smart Interactive Technical Assistant (SINTA) Registration (Sample: 1 Account) Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File inquiry/service request in the PUP Sinta Portal and fill-up the event details. Upload in the service request the scanned copy/photo of ID Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	1.1. Check the PUP SINTA Portal and open the service request	None	8 hour/s	<ul style="list-style-type: none"> Information Systems Researcher I; Operations and Support Management Section
	1.2. Validate the client's status and identity		30 minute/s	<ul style="list-style-type: none"> Information Systems Researcher I; Operations and Support Management Section
	1.3. Check the completeness of the event details and the availability of the facility based on the requested date and time. Evaluate software, internet access and hardware requirement/s needed. Check if usage is covered by laboratory fees. Approve or disapprove the request.		1 working day/s, 9 hour/s, 30 minute/s	<ul style="list-style-type: none"> Information Systems Researcher I; Operations and Support Management Section
	1.4. Inform the client on the reservation status by sending a reply in the service request.		1 hour/s	<ul style="list-style-type: none"> Information Systems Researcher I; Operations and Support Management Section

	1.5. Mark the request in the SINTA Portal as Resolved.		30 minute/s	• Information Systems Researcher I; Operations and Support Management Section
	1.6. Wait for the client's confirmation on the action taken. Resolved service request is automatically marked as closed after 2 working days. Survey Link is automatically sent to client's email to be filled out by clients.		1 hour/s	• Information Systems Researcher I; Operations and Support Management Section
2. Appear on the reserved date and time. Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	2. Issue Attendance Sheet	None	30 minute/s	• Information Systems Researcher I; Operations and Support Management Section
3. Submit Attendance Sheet after using the computer laboratory Location: Information and Communication Technology Office, ICTO Helpdesk, 2nd Floor, NALLRC Building	3. Accepts the Attendance Sheet and Check the Laboratory premises for any damage or missing items.	None	1 hour/s	• Information Systems Researcher I; Operations and Support Management Section
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Inspection Management Office

1. Inspection of Consultancy and Other Services

Inspection and evaluation of the deliveries of tangibles/intangibles consultancies and other services are undertaken by authorized inspectors according to the guidelines as prescribed under Section 465 of the Government Accounting and Auditing Manual, and Annex "A", "B", "E", "F" of Revised 2016 IRR R.A. 9184. The primary objective of the inspection is to ensure that the delivery of consultancy and other services is under the specifications, terms of reference, quantity, and provisions stated in the approved agreement/contract.

Office or Division:	Inspection Management Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Procurement Management Office (PMO)/Physical Planning and Development Office (PPDO)/Concerned Offices
Operating Hours:	Others
Statute:	R.A. 9184 Revised 2016 IRR, GAAM, GPPB, COA Circular

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request Letter of Inspection

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office (PMO) Physical Planning and Development Office (PPDO)

Remarks:

The Request Letter of Inspection must be released by the Procurement Management Office (PMO) for Consultancy Services. At the same time, the Physical Planning and Development Office (PPDO) must provide the other one for the Infrastructure Projects.

2. Inspection Request Form from IMO

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Inspection Management Office

Remarks:

The request form is a monitoring form of the Inspection Management Office (IMO) that has to be filled out by the client.

3. Sales Invoice

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office (PMO)

4. Memorandum of Agreement/Contract Agreement

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office (PMO)

5. Notice to Proceed

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office

6. Certificate of Final Acceptance

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office

Remarks:

The end-user must submit to the Procurement Management Office (PMO) a letter of final acceptance agreeing on the services provided.

This will also be one of the documents as the basis for the evaluation of the inspection.

7. PUP SINTA Evaluation Request

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Procurement Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
--------------	----------------	-----------------	-----------------	--

1. The client shall log in to PUP SINTA for a request for inspection of Consultancy and Other Services Location: Inspection Management Office	1. The personnel of Inspection of Goods, Consultancy, and Other Services will acknowledge the requested inspection of the Consultancy Services via PUP SINTA.	None	10 minute/s	• Administrative Staff and Inspector of Goods, Consultancy and Other Services; Inspection Management Office
2. Endorse the pertinent documents to the Inspection Management Office (IMO). Location: Inspection Management Office	2.1. Receive and review the complete set of documents endorsed by the Procurement Management Office (PMO)/Physical Planning and Development Office (PPDO)/ Other Concerned Office that includes the deliverables stated in the Contract Agreement (CA) or Memorandum of Agreement (MOA), Notice to Proceed (NTP), Delivery Receipt or Certificate of Completion of Delivery, Certificate of Final Acceptance, Statement of Work Accomplishment and Billing Invoice (if available)	None	7 hour/s, 35 minute/s	• Administrative Personnel; Inspection Management Office • Inspector for Goods, Consultancy and Other services; Inspection Management Office
	2.2. Coordinate with the end-user to identify the deliverables' location. Set a schedule with the end user to conduct the actual inspection of the deliverables to verify the specifications of the delivered services in compliance with the Agreement / Contract		7 working day/s	• Inspector for Goods, Consultancy and Other Services; Inspection Management Office
	2.3. Review and evaluate the Inspection Report along with all pertinent documents endorsed by the Procurement Management Office (PMO)/Physical Planning and Development Office (PPDO)/ Other Concerned Office and actual deliverables delivered by the supplier for evaluation and approval by the Chief of Goods, Consultancy, and Other Services.		2 hour/s	• Inspector for Goods, Consultancy and Other Services; Inspection Management Office
	2.4. Prepare a written report signed by the Inspection Management Office (IMO) Head, addressed to the Procurement Management Office (PMO)/ Physical Planning and Development Office (PPDO)/ Other Concerned Office stating the findings and recommendations for compliance by the concerned service provider rendered did not conform with the required specifications as stated in the Agreement /Contract.		3 hour/s	• Chief Inspector for Goods, Consultancy and Other Services; Inspection Management Office • Director; Inspection Management Office
	2.5. Prepare an Inspection Report for review and evaluation by the Chief of Goods, Consultancy, and Other Services		6 hour/s	• Inspector for Goods, Consultancy and Other Services; Inspection Management Office
3. Issuance of the Inspection Report Location: Inspection Management Office	3.1. The Inspection Management Office (IMO) shall conduct a re-inspection/ re-evaluation of the subject services to verify compliance with the recommendation/s	None	2 working day/s	• Inspector of Goods, Consultancy and Other Services; Inspection Management Office
	3.2. Prepare and submit the reports of inspection to the Procurement Management Office (PMO)/Physical Planning and Development Office (PPDO)		1 working day/s	• Chief, Inspection of Goods, Consultancy and Other Services ; Inspection Management Office • Director; Inspection Management Office
Total Processing Time:	Working Days: 11 working day/s, 7 hour/s, 45 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Inspection of Goods (Supplies, Materials, and Equipment)

Inspection and evaluation of the deliveries of goods (supplies, materials, and equipment) are undertaken by authorized inspectors according to the guidelines as prescribed under Section 465 of the Government Accounting and Auditing Manual, and Annex D of 2016 IRR R.A. 9184. The primary objective of the inspection is to ensure that all supplies, materials, and equipment deliveries conform to the standards, specifications, and quantity as provided in the approved Purchase Order / Memorandum of Agreement / Approved Purchase Request (for urgently needed supplies and materials) and match with the Sales Invoice/Official Receipt and Delivery Receipt. It shall commence upon delivery of goods and services subject to inspection, and evaluation based on the documentary requirements submitted by the concerned offices.

Office or Division:	Inspection Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Property and Supply Management Office (PSMO) Procurement Management Office (PMO) Other Concerned Offices
Operating Hours:	Others
Statute:	R.A. 9184 Revised 2016 IRR, GAAM, COA Circular, GPPB

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Approved Purchase Order

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office (PSMO)

Remarks:

The Purchase Order contains the approved items to be delivered by the supplier issued by the Procurement Management Office (PMO).

The Property and Supply Management Office (PSMO) must secure the Approved Purchase Order forwarded by the Procurement Management Office (PMO).

2. Notice to Proceed

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office (PSMO)

Remarks:

The Notice to Proceed (NTP) is provided by the Procurement Management Office and forwarded to the Property and Supply Management Office (PSMO).

A complete document must be attached upon the request for inspection has been made.

3. Delivery Receipt (DR)

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office (PSMO)

Remarks:

The supplier must provide the Delivery Receipt (DR) upon delivering the items.

The Delivery Receipt must contain the following:

- Date
- DR #
- Quantity
- Item Description
- Amount
- Signature of the Supplier

The Delivery Receipt (DR) must be signed by the Property and Supply Management Office (PSMO) personnel with the date upon receipt of the item/s.

4. Sales Invoices/Official Receipts

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office (PSMO)

Remarks:

The Sales Invoices/Official receipt must contain the following:

- Date
- SI/OR #

- Quantity
- Item Description
- Amount
- Signature of the Supplier

Ensure that there will be no alterations in the receipts.

5. PUP SINTA Registration of Request

(1) Electronic Copy

Remarks:

Requesting the client for service evaluation using the PUP SINTA

Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The client shall log in to PUP SINTA for a request of inspection of the delivery of goods. Location: Property and Supplies Management Office	1. The personnel of Inspection of Goods, Consultancy, and Other Services will acknowledge the requested inspection of the delivered goods via PUP SINTA.	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Staff, Inspector, Inspection for Goods, Consultancy and Other Services; Inspection Management Office
2. Fill up and submit the request form for inspection with the complete documentary requirements. Location: Inspection Management Office	2. Receive the request form for Inspection and the complete documentary requirements for evaluation	None	11 minute/s	<ul style="list-style-type: none"> • Administrative Personnel; Inspection Management Office
3. Proceed to the location of the delivered goods with the inspector Location: Property and Supplies Management Office	3. Conduct an actual inspection of the delivered item/s with a representative from the Property and Supply Management Office (PSMO) to verify the quantity and specifications of the delivered item/s in conformity with the purchase order.	None	1 working day/s	<ul style="list-style-type: none"> • Inspector for Goods, Consultancy and Other Services; Inspection Management Office
4. Property and Supply Management Office (PSMO) will prepare and endorse the Inspection and Acceptance Report (IAR) form to the Inspection Management Office (IMO) for remarks. Location: Inspection Management Office	4.1. Review the reports of inspection and completeness of the documentary requirements	None	2 hour/s, 5 minute/s	<ul style="list-style-type: none"> • Chief Inspector, Goods, Consultancy and Other Services; Inspection Management Office
	4.2. The Head of Inspection Management Office (IMO) shall prepare a written report to the Property and Supply Management Office (PSMO) stating the findings and recommendation/s for compliance by the concerned supplier if the supplies/item/s do not conform with the required specifications on the order.		2 hour/s, 5 minute/s	<ul style="list-style-type: none"> • Director; Inspection Management Office
	4.3. The Inspection Management Office (IMO) inspector shall conduct reinspection on the specific item/s to verify compliance with the recommendation/s		5 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Chief Inspector, for Goods, Consultancy and Other Services; Inspection Management Office
	4.4. Transmit Inspection and Acceptance Report (IAR) with observation and recommendation to the Property and Supplies Management Office (PSMO)		5 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Chief Inspector, Goods, Consultancy and Other Services; Inspection Management Office
Total Processing Time:		Working Days: 2 working day/s, 4 hour/s, 31 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Inspection of Goods (Supplies, Materials, and Equipment) - Operations Purchases

Inspection and evaluation of the deliveries of goods (supplies, materials, and equipment) are undertaken by authorized inspectors according to the guidelines as prescribed under Section 465 of the Government Accounting and Auditing Manual, and Annex D of 2016 IRR R.A. 9184. The primary objective of the inspection is to ensure that all supplies, materials, and equipment deliveries conform to the standards, specifications, and quantity as provided in the approved Purchase Order / Memorandum of Agreement / Approved Purchase Request (for urgently needed supplies and materials) and match with the Sales Invoice/Official Receipt and Delivery Receipt. It shall commence upon delivery of goods and services subject to inspection, and evaluation based on the documentary requirements submitted by the concerned offices.

Office or Division:	Inspection Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Property and Supply Management Office (PSMO) Procurement Management Office (PMO) Other Concerned Offices
Operating Hours:	Others
Statute:	R.A. 9184 Revised 2016 IRR, GAAM, COA Circular, GPPB
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Sales Invoices/Official Receipts

(1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Concerned Offices

Remarks:

The Sales Invoices/Official receipt must contain the following:

- Date
- SI/OR #
- Quantity
- Item Description
- Amount
- Signature of the Supplier

Ensure that there will be no alterations in the receipts.

2. Inspection Request Form for Operational Purchases

(2) Original Copy

Agency - Division: Polytechnic University of the Philippines - Inspection Management Office

Remarks:

The Request Form for Operational Purchases is available at our office.

3. Approved Purchase Request

(1) Original Copy And (1) Photo Copy

Applicant / Client

Remarks:

The Purchase Request Form is available on the PUP Website.

The Purchase Request must contain the following:

- Date
- Quantity
- Item Description
- No Amount must be written in the APR
- It must be printed in 4 copies
- Signed by the Head of Office/Unit and Sector Head.

4. Special Order with Line Item Budget

(1) Photo Copy

Applicant / Client

5. Justification Letter of Utilizing the Items prior to Inspection

(1) Original Copy

Applicant / Client

Remarks:

A justification letter is required for those clients utilizing the items before inspection. It indicates their reason for not undergoing the process of inspection before its utilization.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. The client shall log in to PUP SINTA to request an inspection of operation purchases. Location: Inspection Management Office	1. The Administrative Personnel of the Inspection Management Office will request an evaluation of services via PUP SINTA portal	None	10 minute/s	<ul style="list-style-type: none"> Administrative Personnel; Inspection Management Office 	
2. Fill out and submit the Request Form for Inspection and the complete documentary requirements. Location: Inspection Management Office	2. Receive the request form for inspection and the complete documentary requirements for evaluation.	None	36 minute/s	<ul style="list-style-type: none"> Administrative Personnel; Inspection Management Office 	
3. Proceed to the location of the delivered goods with the inspector Location: Inspection Management Office	3.1. Conduct an actual inspection on the purchased item for urgently needed supplies and materials to verify the quantity and specifications in conformity with the official receipt/sales invoice	None	3 hour/s, 30 minute/s	<ul style="list-style-type: none"> Inspector for Goods, Consultancy and Other Services; Inspection Management Office 	
	3.2. Mark/stamp "inspected" on the O.R./S.I.		15 minute/s	<ul style="list-style-type: none"> Inspector for Goods, Consultancy and Other Services; Inspection Management Office 	
	3.3. Prepare and submit the corresponding reports of inspection for evaluation and approval by the Chief Inspector		2 working day/s	<ul style="list-style-type: none"> Inspector for Goods, Consultancy and Other Services; Inspection Management Office Chief Inspector, Goods, Consultancy and Other Services; Inspection Management Office 	
Total Processing Time:	Working Days: 2 working day/s, 4 hour/s, 31 minute/s				
Total Processing Fee:	Total Standard Fee: None				

Institute for Data and Statistical Analysis

1. Request for Data Analysis (Simple)

The Institute for Data and Statistical Analysis (IDSA) offers simple data analysis services to PUP Faculty Members and Administrative Employees who have conducted online surveys such as evaluation of seminars, trainings, workshops, programs, or any other University-related activities.

Office or Division:	Institute for Data and Statistical Analysis
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Faculty Member, PUP Administrative Employee
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

- 1. Soft copy of questionnaire/evaluation form (in Word file or PDF)**

(1) Electronic Copy

Applicant / Client

- 2. Soft copy of raw data (in Excel file or CSV)** Applicant / Client

(1) Electronic Copy

- 3. Official request via PUP SINTA**
(1) Electronic Copy

Remarks:

Official request via PUP SINTA, visit website:
<https://pupSINTA.freshservice.com/support/home>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements Location: Submit via 1. PUP SINTA: https://pupSINTA.freshservice.com/support/home or 2. IDSA webmail: idsa@pup.edu.ph	1.1. Verify email request and submit feedback if necessary. Endorse request to Faculty Statistician for processing.	None	1 hour/s	<ul style="list-style-type: none"> Assistant Statistician; Institute for Data and Statistical Analysis
	1.2. Process the request for data analysis and submit the summary report to Chief of Center for Survey Management Services.		2 working day/s	<ul style="list-style-type: none"> Faculty Statistician; Institute for Data and Statistical Analysis
	1.3. Review and validate the summary report and endorse to IDSA Director for signature		4 hour/s	<ul style="list-style-type: none"> Chief, Center for Survey Management Services; Institute for Data and Statistical Analysis
	1.4. Final review and sign the summary report.		4 hour/s	<ul style="list-style-type: none"> IDSA Director; Institute for Data and Statistical Analysis

2. Receive summary report via email Location: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis	2. Contact the client via email or via PUP SINTA.	None	2 hour/s	• Assistant Statistician; Institute for Data and Statistical Analysis
Total Processing Time:		Working Days: 3 working day/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request for Data Analysis (Complex)

The Institute for Data and Statistical Analysis (IDSA) offers complex data analysis services to PUP Faculty Members and Administrative Employees who have conducted online surveys such as evaluation of seminars, trainings, workshops, programs, or any other University-related activities.

Office or Division:	Institute for Data and Statistical Analysis			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Faculty Member, PUP Administrative Employee			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Soft copy of questionnaire/evaluation form (in Word file or PDF) (1) Electronic Copy	Applicant / Client			
2. Soft copy of raw data (in Excel file or CSV) (1) Electronic Copy	Applicant / Client			
3. Official request via PUP SINTA (1) Electronic Copy	Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office			
Remarks:				
Official request via PUP SINTA, visit Website: https://pupSINTA.freshservice.com/support/home				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit complete requirements Location: Submit via 1. PUP SINTA: https://pupSINTA.freshservice.com/support/home or 2. IDSA webmail: idsa@pup.edu.ph	1.1. Verify email request and submit feedback if necessary. Endorse request to Faculty Statistician for processing. 1.2. Process the request for data analysis and submit the summary report to Chief of Center for Survey Management Services. 1.3. Review and validate the summary report and endorse to IDSA Director for signature 1.4. Final review and sign the summary report.	None	4 hour/s 4 working day/s, 4 hour/s 1 working day/s 1 working day/s	<ul style="list-style-type: none"> Assistant Statistician; Institute for Data and Statistical Analysis Faculty Statistician; Institute for Data and Statistical Analysis Chief, Center for Survey Management Services; Institute for Data and Statistical Analysis IDSA Director; Institute for Data and Statistical Analysis
2. Receive summary report via email. Location: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis	2. Contact the client via email or via PUP SINTA.	None	3 hour/s	<ul style="list-style-type: none"> Assistant Statistician; Institute for Data and Statistical Analysis
Total Processing Time:	Working Days: 7 working day/s			
Total Processing Fee:	Total Standard Fee: None			

3. Request for the Results of the Graduate Tracer Study (GTS) of Academic Units

The Institute for Data and Statistical Analysis (IDSA) offers processing and data analysis of the results of the Graduate Tracer Study (GTS) of academic units of the University which may be requested by PUP Faculty Members or Administrative Employees.

Office or Division:	Institute for Data and Statistical Analysis			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Faculty Member, PUP Administrative Employee			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Official request via PUP SINTA (1) Electronic Copy Remarks: Official request via PUP SINTA, visit Website: https://pupSINTA.freshservice.com/support/home		Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request Location: Submit request via 1. PUP SINTA: https://pupSINTA.freshservice.com/support/home or 2. IDSA webmail: idsa@pup.edu.ph	1.1. Verify email request and submit feedback if necessary. Endorse request to Faculty Statistician for processing. 1.2. Process the request for the results of the Graduate Tracer Study (GTS) of Academic Units and submit the summary report to Chief of Center for Statistical Studies 1.3. Review and validate the summary report and endorse to IDSA Director for signature 1.4. Final review and sign the summary report.	None	4 hour/s	<ul style="list-style-type: none"> Assistant Statistician; Institute for Data and Statistical Analysis
			4 working day/s, 4 hour/s	<ul style="list-style-type: none"> Faculty Statistician; Institute for Data and Statistical Analysis
			1 working day/s	<ul style="list-style-type: none"> Chief, Center for Statistical Studies; Institute for Data and Statistical Analysis
			1 working day/s	<ul style="list-style-type: none"> IDSA Director; Institute for Data and Statistical Analysis
2. Receive summary report via email. Location: Polytechnic University of the Philippines - Institute for Data and Statistical Analysis	2. Contact the client via email or via PUP SINTA.	None	3 hour/s	<ul style="list-style-type: none"> Assistant Statistician; Institute for Data and Statistical Analysis
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Institutional Quality Management System Office

1. Control of Documented Information

This procedure is for the management and control of documented information required by ISO 9001:2015 standards.

Office or Division:	Institutional Quality Management System Office							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Faculty Members and Administrative Employees							
Operating Hours:	8:00 AM - 8:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Document Change Request Form (DCRF) (1) Original Copy								
Applicant / Client								
Remarks:								
DCRF Template can be downloaded from the following link: Doc_Change_Request_Form_Template.docx								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit properly accomplished Document Change Request Form (DCRF) with QM Manual Attachments Location: IQMS Office 4th Floor, South Wing, PUP Main Campus	1. Acknowledge receipt of DCRF	None	4 minute/s	<ul style="list-style-type: none"> Administrative Staff; Institutional Quality Management System Office 				
2. Submit the complete OLD (for Revision) and NEW (for Revision and Enrolment) Manual with the attached DCRF. Location: IQMSO 4F South Wing PUP Main Campus	2.1. Receive the submitted documents and check the completeness of data 2.2. If data are not complete, return DCRF and attached documents to the Client for completion of data	None	8 minute/s	<ul style="list-style-type: none"> Document Management and Control Services Section Chief; Institutional Quality Management System Office 				
	2.3. If data are complete, evaluate the submitted QM manual. Assign document code to the newly-created QM Manual.		8 minute/s	<ul style="list-style-type: none"> Document Management and Control Services Section Chief; Institutional Quality Management System Office 				
			8 minute/s	<ul style="list-style-type: none"> Document Management and Control Services Section Chief; Institutional Quality Management System Office 				

	2.4. Forward documents to the Quality Management Representative (QMR) for appropriate action.		25 minute/s	• Document Management and Control Services Section Chief; Institutional Quality Management System Office
	2.5. Act upon the proposed revision / creation of the QM Manual. Forward to the University Document Controller for appropriate action		1 hour/s, 40 minute/s	• Quality Management Representative; Institutional Quality Management System Office
	2.6. If disapproved, notify concerned process owner of the reason for disapproval. Return to step 2		50 minute/s	• Document Management and Control Services Section Chief; Institutional Quality Management System Office
	2.7. If approved, update the revision history of the subject QM manual		15 minute/s	• Document Management and Control Services Section Chief; Institutional Quality Management System Office
	2.8. Notify Client via Official Webmail of the approval. Request Word document format of the QM manual		20 minute/s	• Document Management and Control Services Section Chie; Institutional Quality Management System Office
3. Send WORD document format of QM Manual via Official Webmail for Final copy Location: IQMSO 4F South Wing PUP Main Campus	3. Update copy of the QM manual and upload PDF copy in the QM Database. Provide access to the updated QM to the concerned process owner.	None	25 minute/s	• Document Management and Control Services Section Chief; Institutional Quality Management System Office
4. Acknowledge receipt of the access link to the revised QM Manual Location: IQMSO 4F South Wing PUP Main Campus	4. None	None	8 minute/s	• Document Management and Control Services Section Chief; Institutional Quality Management System Office
General Remarks None				
Total Processing Time:	Working Days: 4 hour/s, 31 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Issuance of ISO Activity Certification

This procedure is for the provision of Certificates to clients (Officials and Employees) after satisfactorily completing an ISO-related Activity

Office or Division:	Institutional Quality Management System Office				
Category:	Internal Service				
Classification:	Simple				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	Faculty Members and Administrative Employees				
Operating Hours:	8:00 AM - 8:00 PM				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Standard Requirement <p>1. Physical Request Letter with DTS Number, thru Office webmail or thru PUP SINTA (PUP Smart Interactive Technical Assistant) (1) Original Copy</p>					
CLIENT STEPS <p>1. Submit request for Certificate/s thru Physical Request Letter with DTS Number, thru Office webmail or thru PUP SINTA (PUP Smart Interactive Technical Assistant). Location: IQMS Office Fourth Floor, South Wing, PUP Main Campus</p>		AGENCY ACTIONS <p>1.1. Acknowledge receipt of Request. Forward to concerned chief for appropriate action.</p> <p>1.2. Verify the request against ISO Activity records</p> <p>1.3. If request is verified, prepare the certification, affix initials and forward to the Director for approval. The Director signs the Certification.</p> <p>1.4. If request is not verified, notify requesting party for any clarification.</p> <p>1.5. Upon approval, notify requesting party of the availability of the certification and issue certification to requesting party using the office official webmail account</p>	FEES TO BE PAID <p>None</p>	PROCESSING TIME <p>4 minute/s</p> <p>25 minute/s</p> <p>1 hour/s, 40 minute/s</p> <p>25 minute/s</p> <p>25 minute/s</p>	PERSON RESPONSIBLE (Designation; Office) <ul style="list-style-type: none"> Administrative Staff; Institutional Quality Management System Office IQMSO Concerned Personnel / Chief; Institutional Quality Management System Office IQMSO Concerned Personnel; Institutional Quality Management System Office Director, IQMSO; IQMSO Concerned Personnel; Institutional Quality Management System Office IQMSO Concerned Personnel; Institutional Quality Management System Office
<p>2. Acknowledge receipt of Certification Location: 4F South Wing PUP Main Campus</p>		<p>2. Record transaction in Accomplishment Report.</p>	<p>None</p>	<p>12 minute/s</p>	<ul style="list-style-type: none"> IQMSO Concerned Personnel; Institutional Quality Management System Office
Total Processing Time:		Working Days: 3 hour/s, 11 minute/s			
Total Processing Fee:		Total Standard Fee: None			

Intellectual Property Management Office

1. Patent/Utility Model/Trademark/Industrial Design Application of Faculty Members and Administrative Employees

This service facilitates the evaluation, drafting, and filing of patents, utility models, trademarks, and industrial designs of faculty members and administrative employees.

Office or Division:	Intellectual Property Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty Members and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. application for Patent/Utility Model/Industrial design/Trademark (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office		
Remarks: Forms can be downloaded from the PUP website www.pup.edu.ph - under Research – Intellectual Property Management Office or go to this link www.pup.edu.ph/research/ipmo/				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all duly accomplished copyright application forms and Utility Model/Patent/ Trademark/ Industrial design forms with the manuscript in publication format as stipulated in copyright procedure. Location: S-407 Southwing Building PUP Mabini Campus Notes/Instruction: <i>Face to face transaction</i>	1. Evaluation of requirements	None	6 hour/s	<ul style="list-style-type: none"> Technical expert; Innovations and Technology Support Office
2. Submit a copy of Certificate of Copyright. Location: S-407 Southwing Building, PUP Mabini Campus Notes/Instruction: <i>Face to face transaction</i>	2. confirmation of certificate	None	1 hour/s	<ul style="list-style-type: none"> Technical expert; Innovations and Technology Support Office
3. wait for the acknowledgement certificate. Location: S-407 Southwing Building PUP Mabini Campus Notes/Instruction: <i>face to face transaction</i>	3. issuance of acknowledgement certificate to the client	None	1 hour/s	<ul style="list-style-type: none"> technical expert; Innovations and Technology Support Office
Total Processing Time:		Working Days: 8 hour/s		

Total Processing Fee:

Total Standard Fee: None

2. Similarity Check Certification Services for Faculty Members and Administrative Employees

This service facilitates the final checking of similarity and issuance of certificates of originality of the thesis and dissertation of faculty members and administrative employees to ensure original works and free from plagiarism. This service uses advanced technology to compare the submitted work with a vast database of academic content, identifying any potential matches or similarities.

Office or Division:	Intellectual Property Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Soft copy of initial result (15% and below for masteral and doctoral theses and dissertation) (20% and below for undergraduate theses/research) from chapters 1-5
 (1) Electronic Copy

Remarks:

email at jpmo@pup.edu.ph

Applicant / Client

2. originality check form

- (1) Electronic Copy

Agency - Division: PUP - Intellectual Property Management Office

Remarks:

Please secure the form to IPMO administrative staff at S-407, Southwing building

3. Receipt of payment

- (1) Electronic Copy

Agency - Division: PUP - Fund Management Office

Remarks:

Please pay the amount of five hundred pesos (Php 500.00) at Fund Management Office (Cashier)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of complete requirements Location: email at jpmo@pup.edu.ph Notes/Instruction: <i>if incomplete requirements (e.g no signature, no attached manuscript in the result,no receipt) subject for resubmission.</i>	1. evaluation of the submitted requirements issuance of originality check certificate	Standard Fees Breakdown: originality check fee: PHP 500 <hr/> Total: PHP 500	8 hour/s	<ul style="list-style-type: none"> Administrative Staff; Intellectual Property Management Office Director;
General Remarks				
kindly email at jpmo@pup.edu.ph with the complete requirements.				
Total Processing Time:		Working Days: 8 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 500		

3. Copyright Application of Faculty Members and Administrative Employees Research

This service facilitates the process of copyright registration for academic works of faculty members and administrative employees, including dissertations, feasibility studies, design prototypes, computer programs, and software, audiovisual and cinematography works, as well as literary and creative works, to protect their intellectual property.

Office or Division:	Intellectual Property Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty Members and Administrative Employees
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. triplicate copy of copyright application form duly notarized (3) Original Copy	Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office
Remarks: downloadable form/s at www.pup.edu.ph/research/ipmo/	
2. Documentary Stamp (1) Original Copy	Applicant / Client
Remarks: 1 documentary stamp should be paste/attached to the 2nd page of one of the three copyright application form	
3. Approval Sheet (1) Photo Copy	Applicant / Client
Remarks: approval sheet be duly signed by all the signatories (adviser, panelist, chairperson, dean)	
4. Receipt of copyright payment (1) Original Copy	Applicant / Client
Remarks: Pay at the Fund Management Office (Cashier) at window 3-5	
5. Record of Copyright application (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office
Remarks: Downloadable template at www.pup.edu.ph/research/ipmo/	
6. Certificate of copyright application (2) Original Copy	Agency - Division: Polytechnic university of the Philippines - Intellectual Property Management Office
Remarks: downloadable template at www.pup.edu.ph/research/ipmo/	
7. Full Manuscript/Theses/Research (3) Electronic Copy	Applicant / Client
Remarks: the final/approved academic work (theses/research/dissertation) should be applied for copyright. (3 electronic copy of full manuscript and journal publication format should be burn in CDs)	

For Situational Requirement				
A. Co-Authorship Agreement				
A.1. Co-Authorship agreement (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - Intellectual Property Management Office		
Remarks: Downloadable template of co-authorship agreement at www.pup.edu.ph/research/ipmo/ triplicate copy original copy should be duly notarized				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all the required documents Location: Intellectual Property Management Office S-407, Southwing Building-Mabini Campus Notes/Instruction: <i>Please double check all the required documents posted outside our office before submission</i>	1. Evaluation of documents submitted 2. issuance of certificate of copyright application.	Standard Fees Breakdown: copyright application fee: PHP 300 <hr/> Total: PHP 300	8 hour/s	<ul style="list-style-type: none"> • Administrative Personnel; Intellectual Property Management Office
Total Processing Time:		Working Days: 8 hour/s		
Total Processing Fee:		Total Standard Fee: PHP 300		

Internal Audit Office

1. EVALUATION AND ISSUANCE OF CERTIFICATE OF COMPLIANCE (COC) FOR OFFICE, COLLEGE, & SECTOR PLANNING ACTIVITIES FUNDED BY THE UNIVERSITY.

Certificate of Compliance (COC) of the previous planning activity is one of the requirements of the Accounting Department, Human Resource Management Department, and the Office of the President in the approval of requests for the succeeding office planning activities such as Mid-year and Year-end Planning. It ensures that previous planning activities have complied with necessary regulations and procedures.

Office or Division:	Internal Audit Office					
Category:	Internal Service					
Classification:	Simple					
Type of Transaction:	G2G (Government to Government)					
Who may avail:	Polytechnic University of the Philippines Offices; Colleges and Campuses					
Operating Hours:	Others					
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE					
For Standard Requirement						
1. Copy of Special Order of requested Planning Activity (1) Photo Copy Or (1) Electronic Copy	Applicant / Client					
2. Liquidation Report duly stamped received by the Accounting Office (1) Photo Copy Or (1) Electronic Copy	Applicant / Client					
3. Planning Report of Proceedings with Photos (1) Photo Copy Or (1) Electronic Copy	Applicant / Client					
4. Planning Attendance Sheet (1) Photo Copy Or (1) Electronic Copy	Applicant / Client					
For Situational Requirement						
A. Situational Requirement						
Sub Situational Requirement/s						
A.a. Situational Requirement						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)		
<p>1. Client to submit request to the Internal Audit Office (IAO). Request may be sent through: a) hard copy to the IAO or b) via e-mail to internalaudit@pup.edu.ph Location: <i>(Internal Audit Office, Ground Floor Dome)</i></p> <p>Notes/Instruction:</p> <p><i>The required documents include:</i></p> <ul style="list-style-type: none"> - <i>Copy of Special Order of the requested Planning Activity.</i> - <i>Liquidation Report duly stamped received by the Accounting Office.</i> - <i>Planning Report of Proceedings with Photos, and Planning Attendance Sheet</i> 	<p>1. a) IAO to receive request, stamped received by IAO Admin staff. b) IAO institutional email administrative manager to reply to the client and forward the request to the Operations Audit Section Chief.</p>	None	3 hour/s, 55 minute/s	<ul style="list-style-type: none"> • a) IAO Audit Staff • b) IAO institutional email administrative manager; Internal Audit Office 		

<p>2. Initial evaluation of the request by the Operations Audit Section. Location: <i>(Internal Audit Office, Ground Floor Dome)</i> Notes/Instruction: The required documents include: - Copy of Special Order of the requested Planning Activity. - Liquidation Report duly stamped received by the Accounting Office. - Planning Report of Proceedings with Photos, and Planning Attendance Sheet</p>	<p>2. Initial evaluation of the request for Certificate of Compliance (COC).</p>	<p>None</p>	<p>7 hour/s, 20 minute/s</p>	<ul style="list-style-type: none"> • Operations Audit Section Chief; Internal Audit Office
<p>3. Coordination with the client for any concerns or missing documents. Location: <i>(Internal Audit Office, Ground Floor Dome)</i> Notes/Instruction: The required documents include: - Copy of Special Order of the requested Planning Activity. - Liquidation Report duly stamped received by the Accounting Office. - Planning Report of Proceedings with Photos, and Planning Attendance Sheet</p>	<p>3. Coordinate with Client any concern, discrepancy, and issues relating to the request (if any) or if there are missing documentary requirements.</p>	<p>None</p>	<p>50 minute/s</p>	<ul style="list-style-type: none"> • IAO Audit Staff; Operations Audit Section Chief; Internal Audit Office
<p>4. Reply to the evaluation of the IAO Chief and submit the necessary required documents / evidence. Location: <i>(Internal Audit Office, Ground Floor Dome)</i> Notes/Instruction: The required documents include: - Copy of Special Order of the requested Planning Activity. - Liquidation Report duly stamped received by the Accounting Office. - Planning Report of Proceedings with Photos, and Planning Attendance Sheet</p>	<p>4. Re-evaluate the submitted additional documents.</p>	<p>None</p>	<p>7 hour/s, 30 minute/s</p>	<ul style="list-style-type: none"> • Operations Audit Section Chief ; Internal Audit Office
<p>5. Preparation, signing and issuance of the COC by the Operations Audit Section. Location: <i>(Internal Audit Office, Ground Floor Dome)</i> Notes/Instruction: The required documents include: - Copy of Special Order of the requested Planning Activity. - Liquidation Report duly stamped received by the Accounting Office. - Planning Report of Proceedings with Photos, and Planning Attendance Sheet</p>	<p>5. Prepare the COC, evaluate and sign by the Chief, and have it approved and signed by the IAO Director.</p>	<p>None</p>	<p>1 hour/s, 40 minute/s</p>	<ul style="list-style-type: none"> • IAO Audit Staff; Operations Audit Section Chief; IAO Director; Internal Audit Office

6. Coordination with the requisitioning client for COC availability. Location: <i>(Internal Audit Office, Ground Floor Dome)</i>	6. Coordinate to the requisitioning client their COC availability. Coordination is done via phone call or thru email.	None	40 minute/s	• IAO Admin Staff; Internal Audit Office
7. Client to pick up COC from the Internal Audit Office or send them electronically thru email. Location: <i>(Internal Audit Office, Ground Floor Dome)</i>	7. IAO Staff to issue the COC to client	None	10 minute/s	• IAO Admin Staff; Internal Audit Office
Total Processing Time:	Working Days: 2 working day/s, 5 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Laboratory High School (LHS)

1. Processing of Faculty Clearance LHS Registrar's Office

This service is provided to all faculty members of Laboratory High School to ensure that they are clear of any obligations from the Registrar's Office. Faculty clearance is a permission of every faculty to have teaching assignment for another school year. The faculty members must comply with all the requirements set by the school administrators and the University.

Office or Division:	Laboratory High School (LHS)
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	LHS Faculty
Operating Hours:	8:00 AM - 8:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. 1. Accomplished clearance form (1) Original Copy	Applicant / Client			
Remarks: Human Resource Management Department				
2. 2. Daily Time Record for the last month of the School Year (1) Original Copy	Applicant / Client			
Remarks: Human Resource Management Department				
3. 3. Copy of printed Grade Sheets of all subjects handled in the previous school year (1) Original Copy	Applicant / Client			
Remarks: Student Information System (SIS)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Sign in the logbook Location: LHS Registrar's Office	1. 1.1. Ask client to sign the logbook	None	1 minute/s	• Registrar; LHS Registrar's Office
2. 2. Submit all the requirements Location: LHS Registrar's Office	2. 2.1. Receive all documents submitted 2.2. Evaluate if documents are sufficient and complete 2.3. Sign the clearance	None	1 minute/s	• Registrar; LHS Registrar's Office
3. 3. Claim the signed clearance Location: Registrar's Office, Laboratory High School, PUP Mabini Campus, Sta. Mesa, Manila	3. Release the signed clearance	None	1 minute/s	• Registrar; LHS Registrar's Office
Total Processing Time:	Working Days: 3 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Processing of Request for Encoding in SIS and Approval of Faculty Loads

This service is provided to all faculty members of Laboratory High School to ensure that all their faculty loads are tagged in the Student Information System (SIS). The faculty loads must be tagged to the SIS for payroll purposes.

Office or Division:	Laboratory High School (LHS)			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Staff			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. 1. Approved teaching/work schedule (1) Original Copy		Agency - Division: Principal's Office - LHS		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Teaching Assignment Location: Registrar's Office, Laboratory High School, PUP Mabini Campus, Sta. Mesa, Manila	1. 1.1. Receive all documents 1.2. Tag in SIS 1.3. Print the Teaching Assignment Form for Signature of the Principal	None	30 minute/s	• Receiving Staff; LHS Registrar's Office
2. 2. Wait for the signed and approved teaching assignments Location: Approving Officer OVPAA, 2nd Floor, South Wing, Main Building, Mabini	2. 2.1. Receive the Printed Teaching Assignments 2.2. Have the document approved and signed by all signatories 2.3. The VPAA Office will forward the signed and approved teaching assignment to the LHS Registrar's Office	None	2 working day/s	• Receiving Staff; Office of the Vice President for Academic Affairs
3. 3. Claim the approved and signed Teaching Assignment Location: Registrar's Office, Laboratory High School, PUP Mabini Campus, Sta. Mesa, Manila	3. 3.1. Release the approved and signed Teaching Assignment 3.2. Ask teacher to sign in the logbook	None	5 minute/s	• Releasing Staff; LHS Registrar's Office
Total Processing Time:		Working Days: 2 working day/s, 35 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Processing of Faculty Clearance LHS Principal's Office

This service is for LHS Faculty Member. Clearance is required to submit every end of the school year to ensure compliance to assigned tasks /submission of other documents required/ settlement of financial obligation.

Office or Division:	Laboratory High School (LHS)			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty members who are of temporary or permanent status			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Faculty Clearance Form (1) Original Copy	Agency - Division: Human Resource Management Department - Polytechnic University of the Philippines			
2. Medical Clearance (1) Photo Copy	Agency - Division: Medical Clinic - University Medical Services			
3. Class Record (1) Photo Copy	Applicant / Client			
4. Grade Sheet/s (1) Original Copy	Applicant / Client			
5. Financial Report (1) Original Copy	Applicant / Client			
Remarks: This requirement shall be submitted by Organization Advisers only.				
6. Accomplishment Report (1) Original Copy	Applicant / Client			
Remarks: This requirement shall be submitted by Organization Advisers only.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign on the logbook Location: Laboratory High School	1. Ask the client to sign on the logbook	None	1 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office
2. Submit complete requirements and Clearance Form Location: Laboratory High School	2.1. Receive and evaluate submitted documents if sufficient and complete 2.2. Endorse Clearance Form and other submitted documents to LHS Principal for signature 2.3. Receive submitted documents	None	5 minute/s 2 minute/s 2 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office • Administrative Staff, Principal's Office; LHS Principal's Office • Principal; LHS Principal's Office

	2.4. Sign the Clearance Form and endorse for release		2 minute/s	• Principal; LHS Principal's Office
	2.5. Record signed clearance form and keep other documents submitted.		3 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office
3. Claim the signed Clearance Form Location: Laboratory High School	3. Release signed Clearance Form	None	2 minute/s	• Administrative Staff, Principal's Office; LHS Principal's Office
Total Processing Time:	Working Days: 17 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Marcelo H. Del Pilar Campus

1. Management of Administrative Employee and Faculty Dormitory Residency

This process is to facilitate the evaluation of documents needed for qualified faculty and administrative employee for dormitory residency.

Office or Division:	Marcelo H. Del Pilar Campus	
Category:	Internal Service	
Classification:	Complex	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Administrative and faculty employees of Polytechnic University of the Philippines	
Operating Hours:	Others	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
For Standard Requirement		
1. Letter of Intent (1) Original Copy	Applicant / Client	
Remarks:	Letter of Intent addressed to the Hostel Manager.	
2. Faculty/Administrative Employee Application for Dormitory Residency Form No 008 (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus Hostel Management Office	
3. Faculty/Administrative Employee Information Sheet Form No 009 (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Marcelo H. Del Pilar Campus Hostel Management Office	
4. Certificate of Employment (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Human Resources Management Department	
5. Certificate of Take Home Pay (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Payroll Office	
6. Authority to Deduct (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - University Legal Counsel Office	
7. Barangay Certificate of Residency (1) Original Copy	Applicant / Client	
8. Valid University ID Polytechnic University of the Philippines Identification card	Remarks: Bring a photocopy of the identification card	
9. 2 x 2 colored identification card picture (1) Original Copy	Applicant / Client	
Remarks: Bring 2 copies. Preferably with white background		

10. 1 x 1 colored identification card pictures (1) Original Copy		Applicant / Client					
Remarks:							
Bring 2 copies. Preferably with white background							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submit a Letter of Intent to the Hostel Management Office in person or via e-mail Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City hasminhostel@pup.edu.ph	1. Accept and assess the letter of intent	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
2. Submit requirements Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	2. Issuance of Faculty/Administrative Employee Application for Dormitory Residency Form 008 and Faculty/Administrative Employee Information Sheet Form No 009	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
3. Undergo applicant interview Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	3.1. Conduct interview	None	16 minute/s	<ul style="list-style-type: none"> • Hostel Manager; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
	3.2. Approval of the application for Dormitory Residency		5 minute/s	<ul style="list-style-type: none"> • Hostel Manager; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
	3.3. Issuance of order of payment		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
4. Present the Official Receipt of advance payment and deposit Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	4. Verify and accept the Photocopy of Official Receipt from the client	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			
5. Signing of Contract of Lease Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	5. Prepare the Contract of Lease	None	10 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus 			

6. Submission of the Signed Contract of Lease to HMO Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	6. Discussion of the Contract of Lease and Hostel Dormitory Rules and Regulations	None	15 minute/s	<ul style="list-style-type: none"> • Hostel Manager; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
7. Secure a Move-in Slip Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City	7. Issuance of Move-in Slip	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Marcelo H. Del Pilar Campus • Assistant Hostel Manager; Marcelo H. Del Pilar Campus
Total Processing Time:	Working Days: 1 hour/s, 21 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Certification of Dormitory Residency

Issuance of Certificate of Dormitory Residency for Student Administrative and Faculty employee Tenants

Office or Division:	Marcelo H. Del Pilar Campus			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Students, Faculty and Administrative Employee			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Request (1) Original Copy	Applicant / Client			
Remarks:				
Address to Hostel Manager.				
Explain the purpose of the request.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of request in person or via e-mail. Location: Polytechnic University of the Philippines - Hostel Management Office Marcelo H. Del Pilar Campus Sta. Mesa, Manila City hasminhostel@pup.edu.ph Notes/Instruction: <i>Request letter may be submitted in person or via e-mail.</i>	1.1. Receive the request letter 1.2. Review and approve the request 1.3. Prepare and Issue Certificate of Dormitory Residency	None	3 minute/s 10 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus <ul style="list-style-type: none"> Hostel Manager; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus <ul style="list-style-type: none"> Administrative Aide; Marcelo H. Del Pilar Campus Assistant Hostel Manager; Marcelo H. Del Pilar Campus Hostel Manager; Marcelo H. Del Pilar Campus
Total Processing Time:	Working Days: 23 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Medical Services Department

1. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Teleconsultation or on-line consultation)

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Identification Card Identification Card - issued by PUP Remarks: PUP Identification Card to be presented must be issued by PUP.				
2. Appointment confirmation from PUP SINTA (Sample: 1 screenshot or photo) Remarks: Screenshot or Photo of the approved confirmation of appointment for consultation and treatment.	Agency - Division: PUP - SINTA			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Patient reach out for consultation through PUP Medical and Dental Facebook Page and/or PUP SINTA. Patient answers the basic information needed for consultation, and answers the consent form, then send the screenshot of the acknowledgement receipt to the administrator. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-10005705796251/ PUP SINTA https://pupsinta.freshservice.com	1. Receives and acknowledges the consultation request online, then ask for basic information details of the patient.	None	10 minute/s	<ul style="list-style-type: none"> • Nurse II; Any of requesting office / division • Dental Aide - Administrative Aide IV/VI; Dental Section
2. Patients receives the message that he/she will be referred Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-10005705796251/	2. Informs the patient that he/ she will be referred. Sends the online request for consultation and the information of patient to the assigned dental aide.	None	10 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section

100057055796251/ PUP SINTA https://pupsinta.freshservice.com					
3. Patient will answer the questions asked by the dental aide Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com	3.1. Acknowledges the receipt of the online request for consultation and Interview the patient regarding the history and details of the consultation request.	None	10 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 	
	3.2. Refers the patient to assigned dentist, forward the acknowledgement receipt with patient's consultation details.		5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 	
4. Patient proceeds to the consultation answers the questions of the dentist, receives the prescription of medicines,request for xray if necessary, home care instructions or schedule of follow-up if needed/End of online consultation. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com	4.1. Determine if the patient is suitable for a certain tele-consultation services. If telecommunication is possible, start with the tele-consultation proper.	None	10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section 	
	4.2. Conduct history taking and ask for clarification.Summarize key points and ask for clarification.		10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section 	
	4.3. Explain each prescription instruction. (if given) Explain home care instructions and xray(if necessary)and ancillaries if needed.		10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section 	
Total Processing Time:	Working Days: 1 hour/s, 5 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Issuance of Annual Dental Clearance for Faculty and Administrative Employees

This procedure starts by submitting requirements to dentist for oral examination/assessment of the results for appropriate action.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ul style="list-style-type: none"> 1. Temporary Clearance (1) Original Copy <p>Agency - Division: PUP - HRMD</p> <p>Remarks:</p> <p>One (1) copy of Temporary Clearance Form issued by PUP HRMD (for Faculty Employees only)</p> <p>No requirement:</p> <p>Administrative Employees</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area Location: Dental Clinic Sta. Mesa, Manila Campuses	1. Give the logbook to the client	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section
2. Proceed to receiving area of the Dental clinic and request for dental clearance. Location: Dental Clinic Sta. Mesa, Manila Campuses	2. Ask for the reason of visit.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide IV/VI; Dental Section
3. Fill-up the dental chart. Location: Dental Clinic Sta. Mesa, Manila Campuses	3. Assist patients in filling up the dental chart.	None	10 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section
4. Proceed to treatment area and present the dental chart Location: Dental Clinic Sta. Mesa, Manila Campuses	4.1. Assess and evaluate the oral status of the patient. Take medical history and perform oral examination.	None	30 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section • Dental Aide - Administrative Aide IV/VI; Dental Section
	4.2. With or Without referral: Issuance of dental clearance.		5 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section

5. Fill-up and sign the Daily Treatment Record. Location: Dental Clinic Sta. Mesa, Manila Campuses	5. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

3. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Tele-consultation or on-line - consultation) - Follow up

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Faculty and Administrative			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <ul style="list-style-type: none"> 1. Identification Card Identification Card - issued by PUP Remarks: PUP Identification Card to be presented must be issued by PUP. 2. Appointment confirmation from PUP SINTA (Sample: 1 screenshot or photo) Agency - Division: PUP - SINTA Remarks: Screenshot or Photo of the approved confirmation of appointment for consultation and treatment. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Patient proceeds to the consultation: answers the questions of the dentist, receives the prescription of medicines, request for xray if necessary, home care instructions or schedule of follow-up if needed/ End of online consultation Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com	1.1. Arrange for follow up consultation or through any platform agreed on if necessary. Forward the screenshot of the prescription to the patient through e-mail or Facebook Messenger. The Dentist shall document the consultation on the patient's dental record. 1.2. The Dental Aide will ask the dentist about the medication prescribed and the diagnosis for record and report purposes.	None	30 minute/s 10 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section <ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Dental Consultation and treatment for Non-emergency Cases for Faculty and Administrative Employees (Tele-consultation or on-line consultation) - Referral

Patient's request for telemedicine consultation sent through the following:

1. PUP Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Dentist.
3. Directly send the teleconsultation request through the Dental Aide.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement <ul style="list-style-type: none"> 1. Identification Card Identification Card - issued by PUP Remarks: PUP Identification Card to be presented must be issued by PUP. 2. Appointment confirmation from PUP SINTA (Sample: 1 screenshot or photo) Agency - Division: PUP - SINTA Remarks: Screenshot or Photo of the approved confirmation of appointment for consultation and treatment. 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Patient proceeds to the consultation answers the questions of the dentist, receives the prescription of medicines, home care instructions, and referral form End of online consultation. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com	1.1. Refer to a dental facility/ hospital and Explain the Reason for referral. Prepare referral form, and Give instruction to go to the nearest dental/healthcare facilities in case of worsening symptoms or emergency post e-teleconsultation. 1.2. Forward the screenshot of the prescription and referral form to the patient through e-mail or Facebook Messenger. 1.3. The Dentist shall document the consultation on the patient's medical record.	None	30 minute/s 10 minute/s 5 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section <ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section <ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section
Total Processing Time:	Working Days: 45 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Issuance of Dental Certificate of Compliance for Faculty and Administrative in Campuses and Branches

This procedure starts by submitting requirements to dentist for oral examination/assessment of the results for appropriate action.

Office or Division:	Medical Services Department							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Faculty, Administrative Employees							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement 1. Dental Certificate (1) Original Copy Agency - Division: Any government/private - Oral Health Facility								
Remarks: Must present a dental certificate from any government/private oral health facility.								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Sign in the Client logbook in the office receiving area Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
2. Request for Certificate of Compliance Location: Dental Clinic, Receiving Area	2. Ask for the reason of visit.	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide IV/VI; Dental Section 				
3. Proceed to Treatment Area Location: Dental Clinic, Receiving Area	3. Present the Dental Clearance provided by the government/private dental clinic. Assess and evaluate and then issued the Dental Certificate of Compliance	None	30 minute/s	<ul style="list-style-type: none"> • Dentist I; Dental Section • Dentist II; Dental Section • Dentist III; Dental Section 				
4. Fill-up and sign the Daily Treatment Record (DTR) Location: Dental Clinic, Receiving Area	4. Assist patient in filling out the Daily Treatment Record (DTR).	None	5 minute/s	<ul style="list-style-type: none"> • Dental Aide - Administrative Aide IV/VI; Dental Section 				
Total Processing Time:	Working Days: 45 minute/s							
Total Processing Fee:	Total Standard Fee: None							

6. Dental Consultation and Treatment Services for Emergency Cases of Faculty and Administrative Employees - Referral

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employee			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. States the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	2.1. With Referral to Dental specialist:Ask for the patient's chief complaint. Take patient's vital sign.	None	15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section
	2.2. Explain the reason for referral. Refer to a dental specialist.		15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
	2.3. Prepare a referral form to the nearby dental facility/hospital for the patient's further evaluation and management. Prepare emergency transport vehicle for conduction of patient.		15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
3. Fillout and sign in the Daily Treatment Record (DTR) Location: Dental Clinic, Receiving Area	3. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:		Working Days: 55 minute/s		
Total Processing Fee:		Total Standard Fee: None		

7. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees - Follow-up

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Approved appointment confirmation from PUP SINTA (Sample: 1 Screenshot/Photo)	Agency - Division: PUP - SINTA Website			
Remarks:	Screenshot or Photo must be approved confirmation of appointment for consultation and treatment.			
For Situational Requirement				
A. Follow up				
A.1. Dental X-Ray Result (if applicable) (Sample: 1 film)	Agency - Division: Any government/private - Oral Health Facility			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. State the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	2. Ask for the chief complaint. Take patient's vital sign. Retrieve patients dental record.	None	10 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
3. Proceed to Treatment Area Location: Dental Clinic, Receiving Area	3. Instruct patient to proceed at treatment area.	None	3 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
4. Provide necessary information and submit to oral examination. Location: Dental Clinic, Receiving Area	4. Take medical history and perform oral examination of the patient. Provide Dental Intervention, treatment, Prescription of Medicines Provide treatment.	None	2 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section
5. Listen to home instructions, date of follow-up. Location: Dental Clinic, Receiving Area	5. Discharge instructions, date of follow-up, when necessary	None	10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section

6. Proceed to receiving area and give prescription of medicine and/or referral slip. Location: Dental Clinic, Receiving Area	6. Dispense initial dose of medicines if available and advises home instruction, or referral, or date of follow-up.	None	5 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
7. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, Receiving Area	7. Assist patient in filling out the Daily Treatment Record, and Request client to fill-out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 2 hour/s, 43 minute/s			
Total Processing Fee:	Total Standard Fee: None			

8. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees - Referral

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Approved appointment confirmation from PUP SINTA (Sample: 1 Screenshot/Photo)		Agency - Division: PUP - SINTA Website		
Remarks: Screenshot or Photo must be approved confirmation of appointment for consultation and treatment.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Sta. Mesa, Manila Campuses	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. State the reason for consultation or chief complaint. Location: Dental Clinic, Sta. Mesa, Manila Campuses	2. Ask for the reason of visit.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
3. Proceed to receiving area and give prescription of medicine and/or referral slip Location: Dental Clinic, Sta. Mesa, Manila Campuses	3. Refer to dental facility/hospital. Explain reason for referral to patient. Prepare referral form to nearby dental facility/hospital for patient's further evaluation and management.	None	15 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
4. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, Sta. Mesa, Manila Campuses	4. Assist patient in filling out the Daily Treatment Record. and Request client to fill-out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 35 minute/s			
Total Processing Fee:	Total Standard Fee: None			

9. Medical Consultation and Treatment for Emergency Cases of Faculty and Administrative Employees (Face-to-Face)

Emergency consultation and treatment refers to an urgent medical attention/treatment provided to an individual that needs immediate care.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All faculty and administrative employees of Polytechnic University of the Philippines, Sta. Mesa, Manila			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area/patient's room (depending on the patient's condition) and states the reason for consultation or chief complaint. Location: Medical Clinic receiving area/ patient's room in East Wing, Ground Floor, Main Building/ LHS Ground Floor, LHS Building, Mabini Campus	1. Ask for the patient's chief complaint. Take the patient's vital sign.	None	5 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II; Medical Section
2. Patient proceeds with consultation. Location: Patient's room, Medical Clinic	2.1. Provide immediate treatment or intervention and observe the patient.	None	3 hour/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
	2.2. For life threatening condition provide immediate intervention/ first aid and transfer patient to nearby hospital.		10 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section
	2.3. Without referral, provide discharge instructions such as home medication, advise and follow-up as needed.		10 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section
3. Proceed to receiving area, receive the initial dose of prescribe medicine (if available) and fill out, sign the Daily Treatment Record (DTR). Location: Medical Clinic receiving area	3. Provide initial dose of prescribed medicine (if available) and assist patients in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (II); Medical Section
General Remarks <ul style="list-style-type: none"> The Processing time will depends on the Physician's assessment base on the patients health condition. The processing time time can be variable for emergency cases with observation period, with referral to hospitals and life-threatening cases. Operational hours of Medical Clinic in Sta. Mesa Campuses is until 9:00 PM if with classes and only until 7:30/8:00 PM if without classes such as semestral break or any given time as advised when office or classes are suspended. 				

Total Processing Time:	Working Days: 3 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None

10. Issuance of Medical Clearance for Annual Medical Examination (Faculty and Administrative Employees)

A periodic health examination by the University Physician to the faculty and administrative employees for the primary purpose of assessing patient's overall health and risk factors for disease that may be prevented by early intervention. It is an important part of preventive care.

Office or Division:	Medical Services Department
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All Polytechnic University of the Philippines faculty and administrative employees.
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Temporary Clearance Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department (HRMD)
Remarks: For regular/permanent faculty	
2. Chest x-ray (PA View) results with film (1) Original Copy And (1) Photo Copy	Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician
Remarks: Validity of 1 year at the time of examination. This applies to all, as follows: <ul style="list-style-type: none"> For Regular faculty (Permanent/Temporary), Faculty Designees and Officials, Administrative employees with teaching assignments <ul style="list-style-type: none"> For those who are less than 35 years of age For those who are 35 years of age and above <ul style="list-style-type: none"> For part-time faculty members Administrative Employees	
3. Complete Blood Count (1) Original Copy And (1) Photo Copy	Agency - Division: Any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician
Remarks: <ul style="list-style-type: none"> For Regular faculty (Permanent/Temporary), Faculty Designees and Officials, Administrative employees with teaching assignments <ul style="list-style-type: none"> For those who are less than 35 years of age For those who are 35 years of age and above <ul style="list-style-type: none"> For part-time faculty members In the timeframe of within 1 month at the time of examination	
4. Urinalysis (1) Original Copy And (1) Photo Copy	Agency - Division: Any government/ private healthcare facility/ diagnostic center - Issuing Physician
Remarks: <ul style="list-style-type: none"> For Regular faculty (Permanent/Temporary), Faculty Designees and Officials, Administrative employees with teaching assignments <ul style="list-style-type: none"> For those who are less than 35 years of age For those who are 35 years of age and above. <ul style="list-style-type: none"> For part-time faculty members In the timeframe of within 1 month at the time of examination	

5. Fecalysis

(1) Original Copy And (1) Photo Copy

Remarks:

- For Regular faculty (Permanent/Temporary), Faculty Designees and Officials,

Administrative employees with teaching assignments

- For those who are less than 35 years of age
- For those who are 35 years of age and above

- For part-timer faculty members

In the timeframe of within 1 month at the time of examination

6. Blood typing (for those who do not know their blood type)

(1) Original Copy

Remarks:

- For Regular faculty (Permanent/Temporary), Faculty Designees and Officials,

Administrative employees with teaching assignments

- For those who are less than 35 years of age and above.
- For those who are 35 years of age and above.

For part-timer faculty members

7. Blood Chemistry: Fasting blood sugar, cholesterol, triglycerides, blood**uric acid, creatinine, blood urea nitrogen, SGPT**

(1) Original Copy And (1) Photo Copy

Remarks:

For regular faculty (Permanent/Temporary), Faculty Designees and Officials,

Administrative employees with teaching assignments who are 35 years of age and above.

With the timeframe within 6 months at the time of examination.

Agency - Division: any accredited government/ private healthcare facility/ diagnostic laboratory - Issuing Physician**For Situational Requirement****A. Optional for female****A.1. Pap Smear for female (depends on the history and assessment of the examining physician)**

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician

Remarks:

For Female Regular faculty (Permanent/Temporary), Faculty Designees and

Officials, Administrative employees with teaching assignments:

- For those who are less than 35 years of age.

For those who are 35 years of age and above.

B. Optional for Male**B.1. Prostate-Antigen Agent (PSA)**

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician

Remarks:

For Male Regular faculty (Permanent/Temporary), Faculty Designees and Officials,

Administrative employees with teaching assignments who are 35 years of age and above.

C. For regular faculty (Permanent/Temporary), Faculty Designees and Officials, Administrative employees with teaching assignments who are 35 years of age and above.**C.1. Electrocardiogram (ECG)**

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician**D. Additional laboratory requirements for Polytechnic University of the Philippines drivers and security**

D.1. Drug Test

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician**D.2. Psychological Test**

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services (OCPS)**E. If Necessary****E.1. Other laboratory deemed necessary.**

(1) Original Copy And (1) Photo Copy

Agency - Division: Any accredited government/ private healthcare facility/ diagnostic center - Issuing Physician

Remarks:

Other laboratory tests may be needed in the submission of requirements, as deemed necessary based on the assessment and physical examination.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceeds to the reception area. States the purpose on the request for medical certificate/ clearance. Location: Medical Clinic Receiving Area, East Wing, Ground Floor, main Building/ LHS Ground Floor, LHS Building, Mabini Campus	1. Attend to client and ask the purpose of request for medical certificate/ clearance.	None	4 hour/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative Aide IV; Medical Section
2. Submission of the requirement/s for the request of issuance if applicable. Location: Medical Clinic, reception area	2. Checks the submitted requirements and refers patient to physician.	None	1 hour/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative IV; Medical Section
3. Proceed to the consultation area and present the required documents (if applicable) Location: Medical Clinic, consultation area	3. Assess and examine patient, provides treatment, issues referral, dispense medicines and issuance of medical clearance or certificate.	None	3 hour/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer II (MO II); Medical Section • Medical Officer II (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section • Medical Officer V (MO V); Medical Section
4. Proceed to the reception area and fill out the Daily Treatment Record (DTR) Location: Medical Clinic, reception area PUP SINTA: https://pupsinta.freshservice.com	4. Assist the patient in filling out the Daily Treatment Record (DTR) and request client to fill out Polytechnic University of the Philippines SINTA Satisfaction Survey.	None	10 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section • Administrative Aide III; Medical Section • Administrative Aide IV; Medical Section
Total Processing Time:		Working Days: 8 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

11. Medical Consultation and Treatment for Non-Emergency Cases of Faculty and Administrative Employees (Teleconsultation/On-line consultation)

This applies to all patients and individuals who will consult through telemedicine with or without pandemic outbreak. Telemedicine refers to the practice of medicine by means of electronic and telecommunication technologies such as phone calls, chat or short messaging services (SMS), audio and video conferencing and others to deliver healthcare from a distance between a patient at an originating site and a physician at a distant site.

Patient's request for telemedicine consultation sent through the following:

1. Polytechnic University of the Philippines Medical and Dental Facebook Page.
2. Directly send the teleconsultation request through the Physician.
3. Directly send the teleconsultation request through the Nurse.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All Polytechnic University of the Philippines faculty and administrative employees in Sta. Mesa.			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Reach out for consultation through PUP Medical and Dental Facebook Page and/or PUP SINTA. Answers the basic information needed for consultation and answers the consent form, then send the screenshot of the acknowledgement receipt to the administrator. Location: PUP Medical and Dental Facebook Page https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/ PUP SINTA https://pupsinta.freshservice.com/support/home	1. Receives and acknowledges the on-line consultation request, ask for basic information of the patient and refer the patient to the assigned nurse.	None	15 minute/s	<ul style="list-style-type: none"> • Medical and Dental Facebook Page Administrator; Medical Section
2. Patient will answer the questions asked by the nurse. Location: Via Polytechnic University the Philippines Medical and Dental facebook Page: https://www.facebook.com/people/PUP-Medical-and-Dental-Services/100057055796251/	2. Interview the patient. Refers the patient to the assigned Physician with acknowledgement receipt.	None	15 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
3. Patient proceeds to the consultation: Receives the prescription of medicines, request for laboratories or schedule of follow-up if needed. Location: Via Polytechnic University the Philippines Medical and Dental facebook Page: https://www.facebook.com/p/PUP-Medical-and-Dental-Services-100057055796251/	3.1. Determine if the patient is suitable for a certain tele-consultation. If telecommunication is possible, start with tele-consultation proper.	None	30 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section
	3.2. Provide treatment/ prescribe medications, advise, referral and date of follow up if necessary.		30 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section

Total Processing Time:	Working Days: 1 hour/s, 30 minute/s
Total Processing Fee:	Total Standard Fee: None

12. Medical Consultation and Treatment for Non-Emergency Cases of Faculty and Administrative Employees (Face-to-Face)

Consultation and Treatment of Non-Emergency Cases refers to the evaluation of the physician on the non-emergency medical illness to establish a diagnosis, prognosis, recommendation and treatment of a patient/client.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All Polytechnic University of the Philippines faculty and administrative employees.			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the receiving area and state the reason for consultation. Location: Medical Clinic Receiving Area, East Wing, Ground Floor, main Building/ LHS Ground Floor, LHS Building, Mabini Campus	1. Attends to patient, take the vital signs. If patient is for follow-up, retrieve the health record in the medical files.	None	10 minute/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
2. Patient proceeds for consultation. proper. Location: Medical Clinic receiving area	2. Refer patient to Physician.	None	2 hour/s	<ul style="list-style-type: none"> • Public Health Nurse I (PHN I); Medical Section • Public Health Nurse II (PHN II); Medical Section
3. Patient cooperates in medical history taking and the physical examination for assessment. Location: Medical clinic, consultation room	3. Evaluate the patients condition and provide disposition. Prescribe medicines if applicable, instruct home medications, health advise and date of follow-up.	None	1 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Medical Officer I (MO I); Medical Section • Medical Officer III (MO III); Medical Section • Medical Officer IV (MO IV); Medical Section • Medical Officer V (MO V); Medical Section
4. Proceed to the receiving area and present the prescribed of medicine. Location: Medical Clinic	4. Provide initial dose of prescribed medicines (if applicable), advise and date of follow-up.	None	5 minute/s	<ul style="list-style-type: none"> • Public Health Nurse II; Medical Section • Public Health Nurse I (PHN I); Medical Section
5. Patient fill up the daily treatment record and sign. Location: Medical Clinic	5. Assist the patient in filling up the daily treatment record.	None	5 minute/s	<ul style="list-style-type: none"> • Public health Nurse II (PHN II); Medical Section • Public health Nurse I (PHN I); Medical Section
6. Request to fill out client satisfaction survey form. Location: Medical Clinic	6. Request patient to fill out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	<ul style="list-style-type: none"> • Public Health Nurse II (PHN II); Medical Section • Public Health Nurse I (PHN I); Medical Section

General Remarks

Operational hours of the **Medical Clinic in Sta. Mesa** is until **9:00 PM** and **7:30/8:00 PM** during **semestral break or time as advised** when office or classes are suspended.

Total Processing Time:	Working Days: 4 hour/s
Total Processing Fee:	Total Standard Fee: None

13. Dental Consultation and Treatment Services for Emergency Cases of Faculty and Administrative Employees with follow-up

Emergency consultation and treatment refers to an emergency dental attention/treatment given to an individual that needs immediate care and follow-up.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employee			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic Sta. Mesa, Manila Campuses	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. State the reason for consultation or chief complaint. Location: Dental Clinic Sta. Mesa, Manila Campuses	2. Ask for the patient's chief complaint. Take patient's vital sign.	None	10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section
3. Proceed to the treatment area. Location: Dental Clinic Sta. Mesa, Manila Campuses	3.1. Assess and evaluate the condition of the patient by oral examination and medical history. Provide immediate treatment/intervention.	None	2 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section
	3.2. Discharge instructions that include medication, activity, home advise and follow up.		10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section
4. Proceed to receiving area. Location: Dental Clinic Sta. Mesa, Manila Campuses	4. Dispense initial dose of medicine with instructions if available.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
5. Fillout and sign in the Daily Treatment Record (DTR) Location: Dental Clinic Sta. Mesa, Manila Campuses	5. Assist patient in filling out the Daily Treatment Record.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 2 hour/s, 35 minute/s			

Total Processing Fee:

Total Standard Fee: None

14. Dental Consultation and Treatment Services For Non-Emergency Cases of Faculty And Administrative Employees

Non-emergency dental consultation and treatment refers to the provisions of dental advise and counseling by a dentist and establish treatment, prognosis and therapy.

Office or Division:	Medical Services Department			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty and Administrative Employees			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Approved appointment confirmation from PUP SINTA (Sample: 1 Screenshot/Photo)	Applicant / Client			
Remarks:	Screenshot or Photo must be approved confirmation of appointment for consultation and treatment.			
For Situational Requirement				
A. Follow up				
A.1. Dental X-ray Result (if applicable) (Sample: 1 film)	Agency - Division: government/private - Dental Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign in the Client logbook in the office receiving area. Location: Dental Clinic, Receiving Area	1. Give the logbook to the client.	None	5 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
2. State the reason for consultation or chief complaint. Location: Dental Clinic, Receiving Area	2. Ask for the chief complaint. Take patient's vital sign.	None	10 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
3. Proceed to Treatment Area Location: Dental Clinic, Receiving Area	3. Instruct patient to proceed at treatment area.	None	3 minute/s	<ul style="list-style-type: none"> Dental Aide - Administrative Aide IV/VI; Dental Section
4. Provide necessary information and submit to oral examination. Location: Dentist Clinic, Receiving Area	4. Take medical history and perform oral examination of the patient. Provide Dental Intervention, treatment, Prescription of Medicines Provide treatment.	None	2 hour/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section Dental Aide - Administrative Aide IV/VI; Dental Section
5. Listen to home instructions, date of follow-up. Location: Dental Clinic, Receiving Area	5. Discharge instructions, date of follow-up.	None	10 minute/s	<ul style="list-style-type: none"> Dentist I; Dental Section Dentist II; Dental Section Dentist III; Dental Section

6. Proceed to receiving area and give prescription of medicine and/or referral slip. Location: Dental Clinic, Receiving Area	6. Dispense initial dose of medicines if available and advises home instruction, referral and date of follow-up.	None	5 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
7. Fill out and sign the Daily Treatment Record. Location: Dental Clinic, Receiving Area	7. Assist patient in filling out the Daily Treatment Record, and Request client to fill-out PUP SINTA Satisfaction Survey Form.	None	10 minute/s	• Dental Aide - Administrative Aide IV/VI; Dental Section
Total Processing Time:	Working Days: 2 hour/s, 43 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office of International Affairs

1. Processing of Request for CHED Endorsement for Assessment/ Certification of Legitimacy of International Conference or Meeting

The Office of International Affairs facilitates the processing of requests for CHED-IAS endorsement for assessment/certification of the legitimacy of international conferences or meetings to be attended by the faculty members, administrative employees and university officials per CHED Memorandum dated July 24, 2019 entitled Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs).

Office or Division:	Office of International Affairs
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Faculty Members, Administrative Employees, and University Officials
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. Request Letters addressed to OIA Director recommended by Sector Head (2) Original Copy	Applicant / Client
2. Invitation Letter/ Letter of Acceptance from the event organizer (2) Original Copy	Applicant / Client
3. Profile of the organizer (2) Original Copy	Applicant / Client
4. Background information of international event (2) Original Copy	Applicant / Client
5. Report of proceedings of the previous official travel (1) Original Copy	Applicant / Client
6. Fully accomplished Executive Summary signed by the proponent and Sector Head (1) Original Copy	Applicant / Client
7. Fully accomplished CHED IAS Form No. 15 (3) Original Copy	Applicant / Client
Remarks: Downloadable from the CHED website: https://ched.gov.ph/regionmimaropa/wp-content/uploads/sites/7/2018/09/RN1535-9.14.18MD0112-OIC-Chair.Guidelines-for-securing-authority-to-travel-abroad-for-sucs.pdf	

For Situational Requirement	
A. Employees with Previous Official Travel	
A.1. Report of Proceedings of the most recent official travel (1) Original Copy	Applicant / Client
B. With Request for Funding/ Financial Assistance/ Grant	
B.1. Certificate of No Unliquidated Cash Advance (1) Original Copy	Agency - Division: PUP - Accounting Department

<p>1. Submit complete documents Location: Office of International Affairs S-304, 3rd Floor, Main Building, PUP Main Campus, Sta. Mesa, Manila</p>	1.1. Check if the documents submitted are correct and complete.	None	11 minute/s	• Administrative Aide VI; Office of International Affairs	
	1.2. Receive client's copy of document submitted stamped with RECEIVED, name of receiving officer, date and time. Record in the logbook. Receive DTS.		8 minute/s	• Administrative Aide VI; Office of International Affairs	
	1.3. Inform the client that processing time is 30 days since CHED assessment takes at a minimum of 15 working days.		15 minute/s	• Administrative Aide VI; Office of International Affairs	
	1.4. Submit soft copy of complete documents to CHED via email		1 working day/s, 2 hour/s	• Administrative Aide VI; Office of International Affairs • Director; Office of International Affairs	
	1.5. Advise client that the necessary documents have been submitted to CHED- IAS via email		5 minute/s	• Administrative Aide VI; Office of International Affairs	
	1.6. CHED evaluation/ assessment and issuance of Legitimacy Certificate via email		30 working day/s	• Administrative Aide VI; Office of International Affairs	
	1.7. Notify client of the receipt of CHED- IAS evaluation result.		5 minute/s	• Administrative Aide VI; Office of International Affairs	
Total Processing Time:	Working Days: 31 working day/s, 2 hour/s, 44 minute/s				
Total Processing Fee:	Total Standard Fee: None				

Office of Scholarship and Financial Assistance

1. Scholarship and Grants Data Request Services

The service is intended for the academic and administrative units that need scholarship and grants data for the unit related undertakings. The data being requested may be used for accreditations, statistical report, and the like.

Office or Division:	Office of Scholarship and Financial Assistance							
Category:	Internal Service							
Classification:	Complex							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	PUP Academic Unit, PUP Administrative Unit							
Operating Hours:	8:00 AM - 8:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Request Letter (1) Original Copy								
Applicant / Client								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit the request letter with stated purpose and coverage period Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	1.1. Instruct to register in the PUP Smart Interactive Technical Assistant (SINTA) and logbook	None	1 hour/s	• Administrative Aide III, Section Chief; Office of Scholarship and Financial Assistance				
	1.2. Check if the details are complete in terms of program scope, campus, term, and academic year		1 hour/s	• Director; Information and Communications Technology Office				
2. Monitor the progress of request Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	2.1. Prepare the report	None	5 working day/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance				
	2.2. Submit the report to the immediate supervisor for review and approval		1 hour/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance				
	2.3. Review and approve the report		1 working day/s, 5 hour/s	• Administrative Aide III, Section Chief, Director; Office of Scholarship and Financial Assistance				
3. Receive the document Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	3.1. Release the document	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance				
	3.2. Record the transaction in the logbook		1 hour/s	• Administrative Aide III; Office of				

				Scholarship and Financial Assistance
4. Evaluate the service in the PUP Smart Interactive Technical Assistant (SINTA) Location: West Wing Room 119 Office of Scholarship and Financial Assistance Front Desk	4. Close the transaction in the PUP Smart Interactive Technical Assistant (SINTA)	None	1 hour/s	• Administrative Aide III; Office of Scholarship and Financial Assistance
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		

Office of Student Services

1. Release of request for medals from colleges and campuses

This service can be availed by colleges, branches and campuses exclusively for use during their annual recognition day.

Office or Division:	Office of Student Services			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Colleges and Campuses			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Request (1) Original Copy	Applicant / Client			
2. Proof of Event Any of the following:				
2.A. Approved Event Approval (1) Original Copy Or (1) Photo Copy	Applicant / Client			
2.B. Concept Paper (1) Original Copy Or (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present letter of request and program flow addressed to the Director of the Office of the Student Services Location: Charlie Del Rosario Bldg. Room 208	1. Receive and Submit the letter to OSS Director for signature	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services • Administrative Assistant IV; Office of Student Services
2. Sign the Medals Releasing Logbook Location: Charlie Del Rosario Bldg Room 208	2.1. Provide the number of medals as approved by the Director 2.2. Update Inventory Stock Card	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services • Administrative Assistant IV; Office of Student Services
			5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Office of Student Services • Administrative Assistant IV; Office of Student Services
Total Processing Time:	Working Days: 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Office of the Counseling and Psychological Services

1. Counseling Referral

The process of directing a client to a psychologist or specialist when their needs exceed the counselor's expertise, resources, or scope of practice.

Office or Division:	Office of the Counseling and Psychological Services
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All Enrolled Students of Polytehcnic University of the Philippines Sta. Mesa
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Identification Card

Any of the following:

1.A. Client's Identification card

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of the Student Services-Charlie Del Rosario Building

1.B. Registration Certificate

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Admission and Registration Services Section-PUP Main Building

2. Referral Slip/Letter (if applicable)

(1) Original Copy Or (1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk/Students, faculty, and administrative employees of different colleges and departments

3. Duly accomplished Consent Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Front desk, Charlie Del Rosario Building

For Situational Requirement

A. Referral Slip/Letter

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the front desk with the required documents Location: Office of Counseling and Psychological Services	1. Verify the documents	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI; Office of the Counseling and Psychological Services
2. Sign in the Counseling Log Sheet Location: Office of Counseling and Psychological Services	2. Provide the log sheet	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI ; Office of the Counseling and Psychological Services
3. Accomplish the Consent Form Location: Office of Counseling and Psychological Services	3. Provide the form	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide IV/VI ; Office of the Counseling and Psychological Services

4. Undergo psychological assessment Location: Office of Counseling and Psychological Services	4. Undergo battery of psychological tests	None	4 hour/s	• Psychometrician; Office of the Counseling and Psychological Services
5. Undergo initial counseling Location: Office of Counseling and Psychological Services	5. Conduct the interview or assessment	None	1 hour/s	• Psychologist; Office of the Counseling and Psychological Services
6. Secure an appointment for additional sessions if required Location: Office of Counseling and Psychological Services	6. Provide the appointment slip to the client	None	5 minute/s	• Psychologist; Office of the Counseling and Psychological Services
Total Processing Time:		Working Days: 5 hour/s, 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Psychological Testing and Assessment Service: For PUP Administrative Personnel Applying for Teaching Position

Psychological testing evaluates the abilities and personality traits of applicants for teaching positions at PUP. This testing is also a requirement for current PUP administrative personnel transferring to teaching roles.

Office or Division:	Office of the Counseling and Psychological Services
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Administrative Applicants of the Polytechnic University of the Philippines Applying for Faculty Positions
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Endorsement Letter

Any of the following:

1.A. Endorsement Letter (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office

1.B. Any Similar (1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Director's Office

2. Psychological Waiver

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Office of Counseling and Psychological Services-Director's Office, Charlie Del Rosario Building

Remarks:

(A waiver is provided to test takers from PUP campuses who are already in the office and whose endorsement letter from HR is being processed and is expected to be released on the same day)

3. Official Receipt of Psychological Testing Payment

(1) Original Copy Or (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Fund Management Office-Cashier's Office

4. Duly accomplished CSC Form 212 (Revised 2017)-Personal Data Sheet

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department – Recruitment Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Proceed to the Testing Room Location: Office of Counseling and Psychological Services Notes/Instruction: <i>(Only those who have a schedule will be accommodated)</i>	1. Verify if the client has been emailed and has a scheduled appointment for that day.	Standard Fees Breakdown: Psychological Testing Fee: PHP 1500 <hr/> Total: PHP 1500	5 minute/s	<ul style="list-style-type: none"> • Psychometrician ; Office of the Counseling and Psychological Services
2. Sign the Psychological Testing Log Sheet Location: Office of Counseling and Psychological Services	2. Require the client to sign in the log sheet	None	5 minute/s	<ul style="list-style-type: none"> • Psychometrician; Office of the Counseling and Psychological Services

3. Complete the Personal Data Sheet Location: Office of Counseling and Psychological Services	3. Provide the form for the client to fill out	None	15 minute/s	• Psychometrician ; Office of the Counseling and Psychological Services	
4. Undergo Psychological Testing Location: Office of Counseling and Psychological Services	4.1. Administer the battery of psychological tests	None	5 hour/s	• Psychometrician; Office of the Counseling and Psychological Services	
	4.2. Check, evaluate, and encode psychological test result		5 working day/s	• Psychometrician ; Office of the Counseling and Psychological Services	
	4.3. Submit the report to the Chief/Director for signature and then forward it to HRMD		1 hour/s	• Psychometrician; Office of the Counseling and Psychological Services	
Total Processing Time:	Working Days: 5 working day/s, 6 hour/s, 25 minute/s				
Total Processing Fee:	Total Standard Fee: PHP 1500				

Physical Planning and Development Office

1. Conceptual Design Preparation Services (Interior Design, Architectural and Engineering)

The process pertains to the preparation of Interior Design, Architectural and Engineering Conceptual Drawings (for PPMP Requirements or Office Layout) as per requested by the end-user.

Office or Division:	Physical Planning and Development Office			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Administrative Employee/ Faculty			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter for Conceptual Design (approved by Vice President for Administration) (1) Original Copy Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Request Letter to Administrative Staff Location: Physical Planning & Development Office S-312 3rdFlr. Southwing Building, A. Mabini Campus Notes/Instruction: <i>Designation of the appropriate section chief/s to handle the project depends on the scope needed for the project.</i>	1.1. Receive the request letter	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	1.2. Designate the appropriate section chiefs to handle the project		5 minute/s	<ul style="list-style-type: none"> Director ; Physical Planning and Development Office
	1.3. Check the project line-up		1 hour/s	<ul style="list-style-type: none"> Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office Chief, Interior Design Section; Physical Planning and Development Office Chief, Architectural Design Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office
	1.4. Draft letter informing the end user that their request will be queued (if applicable)		1 hour/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office

	1.5. Forward letter to Office of the Vice President for Administration for information and approval (if applicable)		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	1.6. Receive approved letter from the Office of the Vice President for Administration		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	1.7. Forward the approved letter to the end user (if applicable)		10 minute/s	• Administrative Staff; Physical Planning and Development Office
	1.8. Inform the end-user of the date of inspection through letter/email/phone/messages (if not queued)		2 minute/s	• Administrative Staff; Physical Planning and Development Office
2. Accompany the PPDO staff on inspection Location: Project Site	2.1. Conduct an ocular site inspection of the proposed project (This is Pre Design Phase which includes gathering of all data needed for the project such as survey, interview, as-built measurement and assessment of the site)	None	10 working day/s	• Director; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office • Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office • Chief, Interior Design Section; Physical Planning and Development Office • Chief, Architectural Design Section; Physical Planning and Development Office
	2.2. Arrange Meeting for Discussion with the end-user and OVPA through email and/or letter		30 minute/s	• Administrative Staff ; Physical Planning and Development Office
Furniture Layout 3.A.Approve Schematic Design Drawing and Final Design Development Drawings Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus Notes/Instruction: <i>*For the Furniture Layout, signatory depends on the assigned Chief/Chiefs by the Director.</i>	3.A.1. Prepare Schematic Design Drawings	None	5 working day/s	• Chief, Interior Design Section; Physical Planning and Development Office • Chief, Architectural Design Section; Physical Planning and Development Office
<i>*The processing time is formulated under the condition that a representative is present for each principle in Design Development Process. All principles from Design Development Process is intended to be executed simultaneously. In the event of a missing representative for any principle, the duration allocated to that specific process will be included</i>	3.A.2. Forward Schematic Design Drawings with design services approval form to the end-user for approval		15 minute/s	• Administrative Staff ; Physical Planning and Development Office

<p><i>in the overall processing time. *The Overall Processing Time indicated in the table represents the maximum duration for the service, assuming the presence of a representative for each principle.</i></p>	3.A.3. Receive approved form from the end-user		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	3.A.4. Prepare Design Development Drawings		5 working day/s	• Chief, Interior Design Section; Physical Planning and Development Office • Chief, Architectural Design Section; Physical Planning and Development Office
	3.A.5. Check the Final Design Development Drawings		2 hour/s	• Chief, Interior Design Section; Physical Planning and Development Office • Chief, Architectural Design Section; Physical Planning and Development Office
	3.A.6. Review the Final Design Development Drawings		30 minute/s	• Director ; Physical Planning and Development Office
	3.B.1. Prepare Schematic Design Drawings	None	15 working day/s	• Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office • Chief, Interior Design Section; Physical Planning and Development Office • Chief, Architectural Design Section; Physical Planning and Development Office
	3.B.2. Forward Schematic Design Drawings and design services approval form to the end-user for approval		15 minute/s	• Administrative Staff ; Physical Planning and Development Office
<p>Office Request for Project Procurement Management Plan 3.B.Approve Schematic Design Drawings and Final Design Development Drawings Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus Notes/Instruction: <i>*For the Office Request, signatory depends on the assigned Chief/Chiefs by the Director.</i> <i>*The processing time is formulated under the condition that a representative is present for each principle in Design Development Process. All principles from Design Development Process is intended to be executed simultaneously. In the event of a missing representative for any principle, the duration allocated to that specific process will be included in the overall processing time. *The Overall Processing Time indicated in the table represents the maximum duration for the service, assuming the presence of a representative for each principle.</i></p>	3.B.3. Receive approved form from the end-user		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	3.B.4. Prepare Design Development Drawings		15 working day/s	• Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office • Chief, Mechanical Design and Project Monitoring Section;

	3.C.4. Prepare Design Development Drawings		20 working day/s	<ul style="list-style-type: none"> Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office Chief, Interior Design Section; Physical Planning and Development Office Chief, Architectural Design Section; Physical Planning and Development Office
	3.C.5. Check the Final Design Development Drawings		2 hour/s	<ul style="list-style-type: none"> Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office Chief, Interior Design Section; Physical Planning and Development Office Chief, Architectural Design Section; Physical Planning and Development Office
	3.C.6. Review the Final Design Development Drawings		30 minute/s	<ul style="list-style-type: none"> Director ; Physical Planning and Development Office
4. Conform the Final Design Development Drawings Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	4. Forward the Final Design Development Drawings to end user for conformance	None	15 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
5. Forward the signed Design Development Drawings to Physical Planning and Development Office Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	5.1. Receive the approved Design Development Drawings from end-user	None	2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	5.2. Forward the Design Development Drawings to Office of the Vice President for Administration for recommending approval		10 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	5.3. Receive the approved Design Development Drawings from the Office of the Vice President for Administration		2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office

	5.4. Forward the Design Development Drawings to the Office of the President for approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	5.5. Receive the approved Design Development Drawings from the Office of the President		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
6. Receive the photocopy of approved Design Development Drawings from PPDO Office Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	6. Release a photocopy of approved Design Development Drawings to end user	None	10 minute/s	• Administrative Staff ; Physical Planning and Development Office
Total Processing Time:				
*For Furniture Layout		Working Days: 20 working day/s, 6 hour/s, 39 minute/s		
*For Office Request for Project Procurement Management Plan		Working Days: 40 working day/s, 6 hour/s, 39 minute/s		
*For New Construction (Design and Build)		Working Days: 55 working day/s, 6 hour/s, 39 minute/s		
Total Processing Fee:				
*For Furniture Layout		Total Standard Fee: None		
*For Office Request for Project Procurement Management Plan		Total Standard Fee: None		
*For New Construction (Design and Build)		Total Standard Fee: None		

2. Conceptual Design Preparation Services (Budgetary Cost Estimate)

The process pertains to the preparation of Budgetary Cost Estimate (for Project Procurement Management Plan requirements or Office Layout) as per requested by the end-user.

Office or Division:	Physical Planning and Development Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Administrative Employee/Faculty
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Request Letter for Budgetary Cost Estimate (approved by Vice President for Administration) (1) Original Copy	Applicant / Client
2. Approved Conceptual Design Drawings (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Physical Planning and Development Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Request Letter to Administrative Staff Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	1.1. Receive the request letter	None	5 minute/s	• Administrative Staff; Physical Planning and Development Office
	1.2. Designate the Estimate Section Chief to handle the project		5 minute/s	• Director ; Physical Planning and Development Office
	1.3. Check the project line-up		5 minute/s	• Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office
	1.4. Draft letter informing the end user that their request will be queued (if applicable)		30 minute/s	• Administrative Staff ; Physical Planning and Development Office
	1.5. Forward letter to Office of the Vice President for Administration for information and approval		10 minute/s	• Administrative Staff ; Physical Planning and Development Office
	1.6. Receive approved letter from the Office of the Vice President for Administration		2 minute/s	• Administrative Staff ; Physical Planning and Development Office
	1.7. Forward approved letter to end-user		15 minute/s	• Administrative Staff ; Physical Planning and Development Office

	1.8. Receive approved Conceptual Plans/Design Development Drawings from Design Sections		30 minute/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office
Furniture Layout 2.A.Receive the photocopy of approved Budgetary Estimate from PPDO Office Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	2.A.1. Preparation of Budgetary Estimate	None	3 working day/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office
	2.A.2. Prepare the Final Budgetary Estimate		1 hour/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office Chief, Architectural Design Section; Physical Planning and Development Office Chief, Interior Design Section; Physical Planning and Development Office
	2.A.3. Check the Final Budgetary Estimate		30 minute/s	<ul style="list-style-type: none"> Director ; Physical Planning and Development Office
	2.A.4. Forward the Final Budgetary Estimate to Office of the Vice President for Administration for recommending approval		10 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	2.A.5. Receive the approved Budgetary Estimate from the Office of the Vice President for Administration		2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	2.A.6. Forward the Budgetary Estimate to the Office of the President for approval		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
	2.A.7. Receive the approved Budgetary Estimate from the Office of the President		2 minute/s	<ul style="list-style-type: none"> Administrative Staff ; Physical Planning and Development Office
	2.A.8. Release a photocopy of approved Budgetary Estimate to end user		10 minute/s	<ul style="list-style-type: none"> Administrative Staff; Physical Planning and Development Office
Office Request for Project Procurement Management Plan and New Construction (Design and Build) 2.B.Receive the photocopy of approved Budgetary Estimate from PPDO Office Location: Physical Planning & Development Office S-312 3rd Flr. Southwing Building, A. Mabini Campus	2.B.1. Preparation of Budgetary Estimate	None	10 working day/s	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office

<p>Notes/Instruction: <i>For Office Request for PPMP and New Construction (Design and Build), the signatory of chief/chiefs depends on the scope needed for the project.</i></p>	2.B.2. Prepare the Final Budgetary Estimate	<p>1 hour/s</p> <p>30 minute/s</p> <p>10 minute/s</p> <p>2 minute/s</p> <p>10 minute/s</p> <p>2 minute/s</p> <p>10 minute/s</p>	<ul style="list-style-type: none"> Chief, Estimate, Project Monitoring, and Billing Section; Physical Planning and Development Office Chief, Civil & Plumbing/Sanitary Planning and Design Section; Physical Planning and Development Office Chief, Mechanical Design and Project Monitoring Section; Physical Planning and Development Office Chief, Interior Design Section; Physical Planning and Development Office Chief, Architectural Design Section; Physical Planning and Development Office
	2.B.3. Check the Final Budgetary Estimate		
	2.B.4. Forward the Final Budgetary Estimate to Office of the Vice President for Administration for recommending approval		
	2.B.5. Receive the approved Budgetary Estimate from the Office of the Vice President for Administration		
	2.B.6. Forward the Budgetary Estimate to the Office of the President for approval		
	2.B.7. Receive the approved Budgetary Estimate from the Office of the President		
	2.B.8. Release a photocopy of approved Budgetary Estimate to end user		

Total Processing Time:***For Furniture Layout**

Working Days: 3 working day/s, 3 hour/s, 46 minute/s

***For Office Request for Project Procurement Management Plan and New Construction (Design and Build)**

Working Days: 10 working day/s, 3 hour/s, 46 minute/s

Total Processing Fee:***For Furniture Layout**

Total Standard Fee: None

***For Office Request for Project Procurement Management Plan and New Construction (Design and Build)**

Total Standard Fee: None

Procurement Management Office

1. Internal Inquiries

This service is given to all offices and employees with legitimate queries involving the University's on-going or completed procurement projects.

Office or Division:	Procurement Management Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All offices and employees with legitimate queries involving the University's on-going or completed procurement projects.			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of Inquiry (1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of inquiry. Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	1.1. Receive letter from any office or individual.	None	5 minute/s	<ul style="list-style-type: none"> Director, Contract Management Section Chief, Planning and Management Section Chief, Administrative Aide III, Administrative Aide IV, Administrative Aide VI, Administrative Assistant IV; Procurement Management Office
	1.2. Assess and verify details of request. Coordinate with concerned office based on the specific request		2 working day/s, 3 hour/s, 30 minute/s	<ul style="list-style-type: none"> Contract Management Chief; Procurement Management Office
	1.3. Write reply letter and endorsement		1 hour/s	<ul style="list-style-type: none"> Contract Management Chief; Procurement Management Office
	1.4. Review reply letter		10 minute/s	<ul style="list-style-type: none"> Director; Procurement Management Office
	1.5. Endorse reply letter to the Vice President for Administration		10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Procurement Management Office

2. Receive the approved reply Location: Online via email thru procurementoffice@pup.edu.ph or bac@pup.edu.ph or at Rm. S-318, Third Floor South Wing, PUP Main Building	2. Issue a copy of the approved reply to the involved office or individual	None	5 minute/s	• Administrative Aide III; Procurement Management Office
Total Processing Time:		Working Days: 2 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Property and Supply Management Office

1. Approval of request for common-use supplies

This pertains to the approval of all requests for common-use supplies of all University offices.

Office or Division:	Property and Supply Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	University Offices			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No Requirements Needed.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of requests for common-use supplies through the Supplies Inventory Management System (SIMS) Location: Concerned offices	1.1. Approval of request in the system.	None	30 minute/s	• Chief; Supply Inventory Section
	1.2. Notification to end-user that the request for common-use supplies is approved.		15 minute/s	• Chief; Supply Inventory Section
Total Processing Time:		Working Days: 45 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Re-Issuance of Equipment and/or Semi-Expendable Property

This service relates to the process of re-issuing returned serviceable equipment and/or semi-expendable property to end-users.

Office or Division:	Property and Supply Management Office						
Category:	Internal Service						
Classification:	Complex						
Type of Transaction:	G2G (Government to Government)						
Who may avail:	End-Users						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Request Letter (2) Original Copy							
Applicant / Client							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submission by the end-user of request for issuance of returned serviceable equipment and/or semi-expendable property to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of request for issuance of returned serviceable equipment and/or semi-expendable property	None	15 minute/s	• Administrative Aide III; Property and Supply Management Office			
	1.2. Referral of request to Property Inventory and Disposal Section to determine availability of requested equipment and/or semi-expendable property		30 minute/s	• Director; Property and Supply Management Office			
	1.3. Notification to end-user that the requested equipment and/or semi-expendable property is available or not.		15 minute/s	• Chief; Property Inventory and Disposal Section			
2. If the requested equipment and/or semi-expendable property is available, end-user shall submit the name and designation of the personnel who shall be accountable to the equipment and/or semi-expendable property to be re-issued thru e-mail to PSMO Location: concerned office	2.1. Preparation of Inventory Transfer Report (ITR) and Re-issued Inventory Custodian Slip (RIICS)/Re-issued Property Acknowledgment Receipt (RIPAR)	None	1 hour/s, 30 minute/s	• Administrative Aide III; Records and Compliance Section			
	2.2. Notification to end-user that the ITR and RIICS/RIPAR is available for signature		15 minute/s	• Chief; Records and Compliance Section			
3. Submission of duly signed ITR and RIICS/RIPAR by the end-user to PSMO Location: Property and Supply Management Office Building	3.1. Receiving of duly signed ITR and RIICS/RIPAR	None	15 minute/s	• Administrative Aide III; Records and Compliance Section			
	3.2. Endorsement of duly signed ITR and RIICS/RIPAR to Chief of Records and Compliance Section for approval		15 minute/s	• Administrative Aide III; Records and Compliance Section			
	3.3. Endorsement of duly signed ITR and RIICS/RIPAR to Director for approval		15 minute/s	• Chief; Records and Compliance Section			
	3.4. Approval of ITR and RIICS/RIPAR		3 working day/s	• Director; Property and Supply Management Office			

	3.5. Issuance of requested equipment and/or semi-expendable property		1 hour/s	• Administrative Aide III; Property Inventory and Disposal Section
Total Processing Time:	Working Days: 3 working day/s, 4 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Return of Equipment, Semi-Expendable Property and Materials

This service pertains to receiving of returned equipment, semi-expendable property and materials, either serviceable or unserviceable, from end-users.

Office or Division:	Property and Supply Management Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	End-users			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Accomplished Receipt of Returned Semi-Expendable Property (RRSP) (4) Original Copy		Agency - Division: Polytechnic University of the Philippines - Downloadable from PUP website (to be filled up by the end-user)		
2. Certification from ICT Office for ICTE Equipment (1) Original Copy		Agency - Division: Polytechnic University of the Philippines - ICT Office 2nd Floor, SouthWing Main Building		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the required documents and property to be returned to the PSMO staff assigned to receive the returned items Location: Property and Supply Management Office Building	1.1. Check the completeness of documents and condition of items to be returned. 1.2. Approval of RRSP by the Director	None	1 hour/s 3 working day/s	<ul style="list-style-type: none"> • Administrative Aide III; Property Inventory and Disposal Section • Director; Property and Supply Management Office
2. Claiming of approved RRSP from Property and Supply Management Office Location: Property and Supply Management Office Building	2. Issuance of approved RRSP	None	15 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; Property Inventory and Disposal Section
Total Processing Time:	Working Days: 3 working day/s, 1 hour/s, 15 minute/s			
Total Processing Fee:	Total Standard Fee: None			

4. Processing of Accountability Clearance of Teaching and Non-Teaching Personnel

This pertains to the processing of accountability clearance of teaching and non-teaching personnel.

Office or Division:	Property and Supply Management Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Teaching and Non-teaching personnel
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. The End-User may submit

Any of the following:

1.A. General Clearance form (3) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department, 3rd Floor SouthWing, Main Building

1.B. Temporary Clearance Form for Faculty (3) Original Copy

Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department, 3rd Floor SouthWing, Main Building

2. Inventory Transfer Report Form

(5) Original Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building

Remarks:

if applicable

3. Receipt of Returned Semi-Expendable Property

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building

Remarks:

if applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of documentary requirements to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of documentary requirements	None	10 minute/s	• Administrative Aide III; Records and Compliance Section
	1.2. Verification of property accountability of the applicant		1 hour/s	• Administrative Aide III; Records and Compliance Section
	1.3. Conduct of physical inventory of properties that the requesting personnel is accountable		3 working day/s	• Administrative Aide III; Records and Compliance Section
	1.4. Endorsement of clearance form to RCS Chief		15 minute/s	• Administrative Aide III; Records and Compliance Section

	1.5. Endorsement of clearance form to PSMO Director for approval		15 minute/s	• Chief; Records and Compliance Section
	1.6. Approval of clearance form by the Director		3 working day/s	• Director; Property and Supply Management Office
2. Claiming of approved clearance form from PSMO Location: Property and Supply Management Office Building	2. Releasing of approved clearance form	None	10 minute/s	• Administrative Aide III; Records and Compliance Section
Total Processing Time:		Working Days: 6 working day/s, 1 hour/s, 50 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Processing of Clearance of Teaching and Non-Teaching Personnel Without Property Accountability

This pertains to the processing of clearance of teaching and non-teaching personnel without property accountability.

Office or Division:	Property and Supply Management Office							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Teaching and Non-teaching personnel							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. The End-user may submit Any of the following:								
1.A. General Clearance Form (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - Human and Resources Management Department, 3rd Floor SouthWing, Main Building						
1.B. Temporary Clearance Form for Faculty (3) Original Copy		Agency - Division: Polytechnic University of the Philippines - Human and Resources Management Department, 3rd Floor SouthWing, Main Building						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submission of documentary requirements to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of documentary requirements	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Records and Compliance Section 				
	1.2. Verification of property accountability of the applicant		1 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Records and Compliance Section 				
	1.3. Endorsement of clearance form to RCS Chief		15 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Records and Compliance Section 				
	1.4. Endorsement of clearance form to PSMO Director for approval		15 minute/s	<ul style="list-style-type: none"> Director; Property and Supply Management Office 				
2. Claiming of approved clearance form from PSMO Location: Property and Supply Management Office Building	2. Releasing of approved clearance form	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Records and Compliance Section 				
Total Processing Time:		Working Days: 1 hour/s, 50 minute/s						
Total Processing Fee:		Total Standard Fee: None						

6. ISSUANCE OF GATE PASS FOR PUP PERSONNEL

This service relates to the process of bringing out equipment and semi-expendable property outside university premises by PUP personnel.

Office or Division:	Property and Supply Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP personnel (Permanent, Casual, Job Order personnel, Temporary/Regular Faculty Members and Special Lecturers)			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Gate Pass Form (4) Original Copy	Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building			
2. Request Letter (1) Original Copy And (1) Photo Copy	Applicant / Client			
3. Pictures of Materials (To be taken out of University premises) (1) Original Copy And (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of request for gate pass to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of request with attachments for issuance of gate pass 1.2. Checking of equipment and semi-expendable property to be brought out/pulled-out 1.3. Preparation of requested gate pass 1.4. Approval of prepared gate pass 1.5. Issuance of gate pass to the requesting personnel	None	10 minute/s 2 hour/s 30 minute/s 30 minute/s 10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Property Inventory and Disposal Section Administrative Aide III; Property Inventory and Disposal Section Administrative Aide III; Property Inventory and Disposal Section Director; Property and Supply Management Office Administrative Aide III; Property Inventory and Disposal Section
Total Processing Time:	Working Days: 3 hour/s, 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

7. Property and Supply Management Office Action on Written Request

This pertains to the written requests acted upon by Property and Supply Management Office.

Office or Division:	Property and Supply Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)			
Who may avail:	PUP and Non-PUP Personnel			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Request Letter (2) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request letter to PSMO Location: Property and Supply Management Office Building	1.1. Receiving of request letter of the client. (If internal clients, the DTS number shall be also received by PSMO Staff)	None	15 minute/s	• Administrative Aide III; Property and Supply Management Office
	1.2. Endorsement of the request letter to PSMO Director		15 minute/s	• Administrative Aide III; Property and Supply Management Office
	1.3. Review and Evaluation of the request by PSMO Director		1 working day/s	• Director; Property and Supply Management Office
	1.4. Assignment of the request to the concerned PSMO Chief.		15 minute/s	• Director; Property and Supply Management Office
	1.5. Action by the assigned Chief on the request		1 working day/s	• Chief; Property Inventory and Disposal Section • Chief; Supply Inventory Section • Chief; Records and Compliance Section • Chief; University Store Room Section
	1.6. Notification of the client on the action taken on his/her request		15 minute/s	• Assigned Chief; Property and Supply Management Office
Total Processing Time:		Working Days: 2 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		

8. MANUAL REQUISITION AND ISSUANCE OF COMMON-USE SUPPLIES IN CASE OF INTERRUPTION IN THE OPERATION OF THE SUPPLIES INVENTORY MANAGEMENT SYSTEM (SIMS) DUE TO UNFORESEEN EVENTS

This pertains to the requisition and issuance of common-use supplies to the different offices in the University in case of interruption in the operation of the SIMS due to unforeseen events.

Office or Division:	Property and Supply Management Office			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	University offices otherwise known as End-Users			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Requisition and Issue Slip (RIS) (4) Original Copy		Agency - Division: Polytechnic University of the Philippines - PUP Supplies Inventory Management System (SIMS)		
2. Inventory Custodian Slip (ICS) (4) Original Copy		Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of duly signed Requisition and Issue Slip (RIS) to PSMO Location: Property and Supply Management Office Building	1.1. Validation of the signed RIS as to: • completeness of signatures. • number of copies • need for Inventory Custodian Slip (ICS), in case the requested supplies are semi-expendable. 1.2. Marking of "for release" in the RIS if the requirements are complete or return of the RIS to the end-user in case of its incompleteness/lack of requirement/s. 1.3. In cases wherein ICS is needed, the assigned PSMO staff shall prepare the Inventory Custodian Slip (ICS) 1.4. Approval of ICS by PSMO Director	None	10 minute/s 10 minute/s 15 minute/s 3 working day/s	<ul style="list-style-type: none"> Administrative Aide III; Supply Inventory Section Administrative Aide III; Supply Inventory Section Administrative Aide III; Supply Inventory Section Director; Property and Supply Management Office
2. Claiming of the requested supplies Location: Property and Supply Management Office Building	2.1. Preparation of the requested supplies and endorsement for release. 2.2. Issuance/Release of the requested supplies to the end-user. 2.3. Signing of the "received by" and "issued by" portions of the RIS.	None	4 hour/s 2 hour/s 15 minute/s	<ul style="list-style-type: none"> Administrative Aide IV; University Store Room Section Administrative Aide III; Supply Inventory Section Administrative Aide III; Supply Inventory Section Administrative Personnel; Any of requesting office / division
Total Processing Time:		Working Days: 3 working day/s, 6 hour/s, 50 minute/s		

Total Processing Fee:

Total Standard Fee: None

9. Issuance of Common-use Supplies

This pertains to the issuance of requested common-use supplies by different offices in the University.

Office or Division:	Property and Supply Management Office						
Category:	Internal Service						
Classification:	Complex						
Type of Transaction:	G2G (Government to Government)						
Who may avail:	University Offices						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Requisition and Issue Slip (RIS) (4) Original Copy	Agency - Division: PUP Supplies Inventory Management System (SIMS) - Property and Supply Management Office						
2. Inventory Custodian Slip (ICS) (4) Original Copy	Agency - Division: Supply and Inventory Section - Property and Supply Management Office Building						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Submission of duly signed Requisition and Issue Slip (RIS) to PSMO Location: Property and Supply Management Office Building	1.1. Validation of the signed RIS as to: • completeness of signatures. • number of copies. • need for Inventory Custodian Slip (ICS), in case the requested supplies are semi-expendable.	None	10 minute/s	• Administrative Aide III; Supply Inventory Section			
	1.2. Marking of "for release" in the RIS if the requirements are complete or return the RIS to the end-user in case of its incompleteness/lack of requirement/s.		10 minute/s	• Administrative Aide III ; Supply Inventory Section			
	1.3. In cases wherein ICS is needed, the assigned PSMO staff shall prepare the Inventory Custodian Slip (ICS)		15 minute/s	• Administrative Aide III ; Supply Inventory Section			
	1.4. Approval of ICS by PSMO Director		3 working day/s	• Director; Property and Supply Management Office			
2. Claiming of the requested supplies Location: Property and Supply Management Office Building	2.1. Preparation of the requested supplies and endorsement for release.	None	4 hour/s	• Administrative Aide IV; University Store Room Section			
	2.2. Issuance/Release of the requested supplies to the end-user.		2 hour/s	• Administrative Aide III; Supply Inventory Section			
	2.3. Signing of the "received by" and "issued by" portions of the RIS.		15 minute/s	• Administrative Aide III; Supply Inventory Section • Administrative Personnel; Any of requesting office / division			
	2.4. Release of request in Supplies Inventory Management System (SIMS)		10 minute/s	• Administrative Aide III; Supply Inventory Section			
Total Processing Time:		Working Days: 3 working day/s, 7 hour/s					

Total Processing Fee:

Total Standard Fee: None

10. REQUISITION AND ISSUANCE OF SUPPLIES THAT ARE BEING USED BY SPECIFIC END-USERS

This pertains to the requisition and issuance of supplies that are particularly used by specific end-user/s.

Office or Division:	Property and Supply Management Office				
Category:	Internal Service				
Classification:	Simple				
Type of Transaction:	G2G (Government to Government)				
Who may avail:	University offices that use specific supplies				
Operating Hours:	Others				
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE				
For Standard Requirement					
1. Requisition and Issue Slip (RIS) (4) Original Copy	Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building				
2. Inventory Custodian Slip (ICS) (4) Original Copy	Agency - Division: Polytechnic University of the Philippines - Property and Supply Management Office Building				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submission of duly signed Requisition and Issue Slip (RIS) and ICS, if applicable, to PSMO Location: Property and Supply Management Office Building	1. Validation of the signed RIS as to: • completeness of signatures. • number of copies	None	10 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Supply Inventory Section 	
2. Claiming of requested supplies Location: Property and Supply Management Office Building	2.1. Preparation of the requested supplies	None	3 hour/s	<ul style="list-style-type: none"> Administrative Aide IV; University Store Room Section 	
	2.2. Issuance/Release of the requested supplies to the end-user.		2 hour/s	<ul style="list-style-type: none"> Administrative Aide III; Supply Inventory Section 	
	2.3. Signing of the "received by" and "issued by" portions of the RIS.		15 minute/s	<ul style="list-style-type: none"> Administrative Aide III; Supply Inventory Section Administrative Personnel; Any of requesting office / division 	
Total Processing Time:	Working Days: 5 hour/s, 25 minute/s				
Total Processing Fee:	Total Standard Fee: None				

Research Institute for Culture and Language

1. Institute Research Capability Building Activity

This procedure outlines the steps necessary to effectively manage and streamline the processing of requests related to research capability-building activities. It aims to ensure that all proposals are reviewed and evaluated systematically, facilitating the efficient coordination and implementation of training programs, workshops, and other related initiatives designed to enhance research skills and competencies.

Office or Division:	Research Institute for Culture and Language
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Administrative and Faculty
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Request (1) Original Copy And (1) Photo Copy	Applicant / Client
2. Proposed Capability Building Activity which outlines the following: Rationale, Target Beneficiaries, Tentative Program, Speaker, Line Item Budget, Tentative Date of the Event/Program, Needs Assessment (1) Original Copy	Applicant / Client
3. Project Profile (1) Original Copy	Applicant / Client
4. Speaker's Curriculum Vitae (1) Original Copy	Applicant / Client
5. Speaker's ID with TIN TIN number	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter request with complete requirements Location: Research Institute for Culture and Language	1.1. Acknowledge receipt of the submissio	None	5 minute/s	• Administrative Staff; Research Institute for Culture and Language
	1.2. Review the documents submitted		10 minute/s	• Administrative Staff; Research Institute for Culture and Language
	1.3. Forward the request to the chief of the concern center		5 minute/s	• Chief of Research Center; Research Institute for Culture and Language • Administrative Staff; Research Institute for Culture and Language
	1.4. Endorse the request to the Director of the Institute		5 minute/s	• Chief of Research Center; Research Institute for Culture and Language

2. Comment/Endorsement by the Research Center Chief Location: Research Institute for Culture and Language	2. Acknowledge Receipt of the endorsement/comments from the Research Center Chief	None	2 minute/s	• Director; Research Institute for Culture and Language
3. Formal Notice to Client thru e-mail Location: Research Institute for Culture and Language	3. Notify the client	None	3 minute/s	• Administrative Staff; Research Institute for Culture and Language
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Research Institute for Science and Technology

1. Request and Approval for Internship Program (Internal)

The Internship Program offered by the Research Institute for Science and Technology (RIST) provides a structured opportunity for PUP students and students from other academic institutions to gain practical experience in the university's research facilities. This program is designed to deliver hands-on learning in a real-world research environment aligned with the Institute's areas of expertise. This document outlines the process for managing internship applications, ensuring a clear and efficient workflow from submission to approval, and describing the conduct of the internship orientation.

Office or Division:	Research Institute for Science and Technology
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	PUP Faculty Members and Researchers
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Letter of Intent

(1) Original Copy

Applicant / Client

Remarks:

The letter of intent should include the names of the interns, the number of hours to render, and the date of start of the internship and duration.

2. Internship Work Plan

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The template for the Internship Work Plan is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

3. Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The template for the Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

4. MOU / MOA

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The template of MOU/MOA is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

5. Non-Disclosure Agreement

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The template for the Non-Disclosure Agreement is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

6. Parent's Consent

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

Remarks:

The template for the Parent's Consent is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

7. Student Internship Program Manual

(1) Photo Copy

Remarks:

A copy of the Student Internship Program Manual is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

8. Client Satisfaction Survey

(1) Electronic Copy

Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent and other necessary documents Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines, Sta. Mesa, Manila.	1.1. Acknowledgment of the request and confirmation of the completeness of the required documents: • Letter of Intent • Internship Work Plan • MOU (if from external clients)	None	1 hour/s	• Administrative Staff; Research Institute for Science and Technology
	1.2. Endorsement of the submitted documents to the concerned Research Center Chief and/or Laboratory Head		1 hour/s	• Administrative Staff; Research Institute for Science and Technology
	1.3. Evaluation of the submitted documents, considering the institute's capacity to support the proposed internship work plan, with necessary revisions made in consultation with the client.		1 working day/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.4. Submission of the approved Internship Work Plan to the RIST Director for review and final approval		30 minute/s	• Research Center Chief and Laboratory Head;
	1.5. Review the documents for final approval of the client's Internship Work Plan or take appropriate action as needed		1 working day/s	• Research Institute Director; Research Institute for Science and Technology
	1.6. Preparation of the approval letter or course of action for the requested internship program and then notify the client accordingly		1 hour/s	• Administrative Staff; Research Institute for Science and Technology
2. Orientation and completion of supplementary documents before the implementation of the internship program Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines.	2. Orientation and signing of additional documents: • Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use • Student Internship Program Manual • Non-Disclosure Agreement • Parent's Consent, if applicable • Client Satisfaction Survey	None	4 hour/s	• Research Center Chief, Laboratory Head, and Administrative Staff; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology
Total Processing Time:		Working Days: 2 working day/s, 8 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Request and Approval for Storage and Accessioning of Microbial Culture Collections (Internal)

The Polytechnic University of the Philippines Microbial Culture Collection (PUPMCC) is a repository dedicated to preserving, maintaining, and granting access to various microbial strains. This procedure outlines the process for PUP students, faculty, and researchers to utilize the PUPMCC storage facility and obtain an accession number for microbial strains from their respective research projects. The procedure includes submitting a Letter of Intent (LOI), evaluating the microbial culture for storage, and issuing the accession number.

Office or Division:	Research Institute for Science and Technology
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Faculty Members and Researchers
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent (1) Original Copy	Applicant / Client
Remarks:	The Letter of Intent should include preliminary identification, results of gram staining, media used, required biochemical tests, and molecular data if possible.
2. Guidelines for submission of microbial cultures (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Guidelines for the Submission of the Culture Collection are available at the Research Institute for Science and Technology: Room S408, PUP, Sta. Mesa, Manila.
3. Voucher Specimens (Sample: 1 Piece)	Applicant / Client
Remarks:	The voucher specimen should be on a Petri plate and appropriate culture medium.
4. Certification of Accessioning and Storage of Microbial Culture (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Certification of Accessioning and Storage of Microbial Culture is issued by the Research Institute for Science and Technology.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	1.1. Acknowledgement of the request and endorsement to the Head Curator.	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.2. Review and evaluation of the request to ensure the completeness of the required laboratory test results and any available molecular data.		1 hour/s	• PUP Microbial Culture Collection (PUPMCC) Head Curator and/or PUPMCC Curators; Research Institute for Science and Technology
	1.3. Informing the client about the schedule for submitting the microbial culture and providing detailed		4 hour/s	• PUP Microbial Culture Collection

	instructions for preparing the culture in Petri plates.			(PUPMCC) Head Curator and/or PUPMCC Curators; Research Institute for Science and Technology
2. Submission of microbial culture on the specified date and time Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	2.1. Evaluation of the submission of the microbial culture and provision of recommendations.	None	4 hour/s	• PUP Microbial Culture Collection Curators; Research Institute for Science and Technology
	2.2. Verification of the preliminary identification of microbial culture submitted based on the accepted taxonomic characters and descriptions		3 working day/s	• PUP Microbial Culture Collection Curators; Research Institute for Science and Technology
	2.3. Notification of Acceptance or Refusal for Storage and Issuance of Accession Number duly signed by PUPMCC Head Curator and Research Institute for Science and Technology (RIST) Director and Client Satisfaction Survey.		30 minute/s	• PUP Microbial Culture Collection Curators (PUPMCC), PUPMCC Head Curator, and Research Institute Director; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:	Working Days: 4 working day/s, 3 hour/s, 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Request and Approval to Schedule the Use of Research Institute for Science and Technology (RIST) Laboratory and Expert Services (Internal)

The process for requesting the use of laboratory facilities and expert services by external clients of the Research Institute for Science and Technology is streamlined to provide efficient access to the institute's resources. This includes granting access to laboratory facilities and sharing expertise with undergraduate and graduate students, faculty, and researchers from other institutions. The procedure involves the submission of a Letter of Intent (LOI) and relevant research documents, followed by notifying the client of the decision regarding their request.

Office or Division:	Research Institute for Science and Technology
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	PUP Faculty Members
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Intent (detailing the services, use of equipment, laboratory materials requested, and duration of use)	Applicant / Client
(1) Original Copy	
2. Research Work Plan	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy And (1) Photo Copy	
Remarks:	
The template for the Research Work Plan is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	
3. Waiver of Liability and Acknowledgement of Safety Guidelines for Laboratory Use	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy And (1) Photo Copy	
Remarks:	
The template for the Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	
4. MOU / MOA	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy And (1) Photo Copy	
Remarks:	
The template of MOU/MOA is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	
5. Non-Disclosure Agreement	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy And (1) Photo Copy	
Remarks:	
The template of Non-Disclosure Agreement is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	
6. Parent's Consent	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy And (1) Photo Copy	
Remarks:	
The Parent's Consent template is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	
7. Client Satisfaction Survey	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
(1) Original Copy	
Remarks:	
The Evaluation Form is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of the Letter of Intent and other required documents. Location: Research Institute for Science and Technology, Room S408, Polytechnic University of the Philippines, Sta. Mesa, Manila.	1.1. Acknowledgment of the request and verification of the completeness of the required documents • Letter of Intent (services, use of equipment, duration of use, etc.) • Research Work Plan (approved by the adviser of the requesting party) • Signed MOU / MOA	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.2. Submission of the complete set of received documentary requirements to the relevant Research Center Chief and/or Laboratory Head		4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.3. Assessment of the request, considering the institute's capacity to address it, and approval of the research work plan as deemed appropriate		1 working day/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.4. Submission of the evaluation from the Research Center Chief and/or Laboratory Head to the RIST Director for appropriate action		30 minute/s	• Research Center Chief and/or Laboratory Head; Research Institute for Science and Technology
	1.5. Review of the evaluation submitted by the Research Center Chief and/or Laboratory Head and appropriate action or endorsement to be taken regarding the request.		4 hour/s	• Research Institute Director; Research Institute for Science and Technology
	1.6. Preparation of the communication regarding the approval and/or the course of action for the request		1 hour/s	• Research Center Chief and Laboratory Head; Research Institute for Science and Technology
	1.7. Notification to the client about the action taken and, if applicable, the scheduled orientation and signing of other additional documents: • Waiver of Liability and Acknowledgment of Safety Guidelines for Laboratory Use • Non-Disclosure Agreement • Parent's Consent, if applicable		1 hour/s	• Research Center Chief, Laboratory Head, and Administrative Staff; Research Institute for Science and Technology
2. Receipt of Acceptance or Rejection Notice from RIST. Location: Email notification	2. Logging the names of approved clients authorized to use the Research Institute for Science and Technology Laboratory.	None	30 minute/s	• Laboratory Technician; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Sending the link for the Evaluation Form and reminding the client to complete it.	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:		Working Days: 2 working day/s, 5 hour/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Verification of Plant Specimens (Internal)

The Polytechnic University of the Philippines Herbarium (PUPH) is a vital repository of plant specimens, supporting research, education, and conservation initiatives. This document outlines the process for PUP students, faculty, and researchers to utilize PUPH's services for plant specimen verification required for their respective research. The procedure covers steps from submitting a Letter of Intent (LOI), providing voucher specimens, and issuing a plant identification certification.

Office or Division:	Research Institute for Science and Technology
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Faculty Members and Researchers
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Intent (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Letter of Intent should include the preliminary identification, time of collections, and location of the collections.
2. Guidelines for submission of voucher specimens (1) Photo Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Guidelines for Submission of Voucher Specimens can be accessed at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.
3. Voucher Specimens (in herbarium sheets) (Sample: 1 Piece)	Applicant / Client
4. Certification of Plant Identification (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Certification of Plant Identification is issued by the Research Institute for Science and Technology.
5. Client Satisfaction Survey (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Research Institute for Science and Technology
Remarks:	The Evaluation Form is available at the Research Institute for Science and Technology office: Room S408, PUP, Sta. Mesa, Manila.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Letter of Intent Location: Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	1.1. Acknowledgment of the request and the endorsement to the Head Curator.	None	4 hour/s	• Administrative Officer; Research Institute for Science and Technology
	1.2. Assessment of the request regarding common or rare species, as well as notification to the client about the schedule for submitting voucher specimens and instructions on preparing them.		1 hour/s	• PUPH Head Curator and/or PUPH Curators; Research Institute for Science and Technology
2. Submission of voucher specimen on the specified date and time Location:	2.1. Evaluation of the voucher specimens and making appropriate	None	4 hour/s	• PUP Herbarium (PUPH) Curator;

Room S408, Research Institute for Science and Technology, Polytechnic University of the Philippines, Sta. Mesa, Manila	actions and recommendations for submission.			Research Institute for Science and Technology
	2.2. Verification of the voucher specimen based on the required taxonomic characters	5 working day/s		• PUP Herbarium (UPH) Curator; Research Institute for Science and Technology
	2.3. Issuance of the Certificate of Plant Identification duly signed by PUPH Head Curator and RIST Director and Client Satisfaction Survey	4 hour/s		• PUP Herbarium (PUPH) Curators, PUPH Head Curator, and Research Institute Director; Research Institute for Science and Technology
3. Completion of the Evaluation Form Location: Electronic	3. Completion of the Evaluation Form	None	1 hour/s	• Administrative Officer; Research Institute for Science and Technology; Research Institute for Science and Technology
Total Processing Time:		Working Days: 6 working day/s, 3 hour/s		
Total Processing Fee:		Total Standard Fee: None		

Research Management Office

1. Application for Merit Promotion based on Research Production, Publication, and Citation

This service refers to the application of faculty members for promotion through research production, publication, and citation track as approved by the Board of Regents.

Office or Division:	Research Management Office			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular Polytechnic University of the Philippines Faculty Members			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Letter of application (1) Original Copy And (1) Photo Copy	Applicant / Client			
2. Research publication and citation profile (1) Original Copy And (1) Photo Copy	Applicant / Client			
3. Copies of the published researches (1) Original Copy And (1) Photo Copy	Applicant / Client			
4. Proof/s of citation (1) Original Copy And (1) Photo Copy	Applicant / Client			
5. Proof/s of indexing (1) Original Copy And (1) Photo Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a letter of application with complete documentary requirements. Location: Research Management Office South Wing room 423	1.1. Receive the application for merit promotion with complete documentary requirements. 1.2. Review of the application and forward to Research Management Office Director for recommendation to the Vice President for Research, Extension and Development. 1.3. Endorse the approved application to the Office of the Vice President for Research, Extension and Development (OVPRED).	None	1 hour/s	• Administrative Staff; Research Management Office
			1 working day/s	• Chief; Research Evaluation and Monitoring Center
			2 working day/s	• Director; Research Management Office
2. Submission of evaluation result endorsed by Ad Hoc Committee to the Executive Committee. Location: South Wing Room 206 (Office of the President)	2. Endorse the evaluated application to Executive Committee and Board of Regent for approval.	None	5 working day/s	• Executive Committee; Office of the Vice President for Research, Extension, and Development
Total Processing Time:	Working Days: 8 working day/s, 1 hour/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Research Funding Support

This service refers to the request of faculty member(s) from the Colleges, Branches, and Satellite Campuses, Administrative employees, and Student Research Mentors for funding of a research project.

Office or Division:	Research Management Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty Members, Administrative Employees, Student Research Mentors
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of endorsement from the College Dean or Campus Director and Sector Vice President (2) Original Copy	Agency - Division: College/ Campuses - Office of the Vice President for Academic Affairs
Remarks: Office of the College Dean/ Campus Director template with correct letterhead	
2. Capsulized Research Project Proposal Form (2) Original Copy	Applicant / Client
Remarks: IMRAD Format	
3. Forms 1-4 (Terms of Reference) (2) Original Copy	Applicant / Client
Remarks: The template for Form 1 to 4 will be given by the Research Management Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the fully accomplished research project proposal to the Office of the Vice President for Academic Affairs/Office of the Vice President for Campuses, then endorse by the Office of the Vice President for Research, Extension and Development (OVPRED) to the Research Management Office. Location: South Wing room 204 / South Wing room 205 S-205. Office of the Vice President for Research, Extension and Development	1.1. Receive the fully accomplished research project proposal from the Office of the Vice President for Academic Affairs/Office of the Vice President for Campuses, endorsed by the Office of the Vice President for Research, Extension and Development (OVPRED).	None	4 hour/s	• Administrative Staff; Research Management Office
	1.2. Endorse the project proposal with complete requirements to Research Evaluation and Monitoring Center (REMC) Chief for technical evaluation		1 working day/s	• Chief; Research Evaluation and Monitoring Center
	1.3. Communicate the schedule of evaluation to University Research Evaluation Board members and the research team.		1 working day/s	• Chief; Research Evaluation and Monitoring Center
	1.4. Submit the evaluated research project proposal to Research Management Office Director for endorsement to Office of the Vice President for Campuses, then endorse by the Office of the Vice President for Research, Extension and Development (OVPRED).		1 working day/s	• Director; Research Management Office
2. Submit revised Research Project Proposal Location: Research Management Office South Wing Room 423	2.1. Receive the revised and fully accomplished research project proposal for re-evaluation of University Research Evaluation Board.	None	30 minute/s	• Administrative Staff; Research Management Office

Notes/Instruction: <i>Submit the revised and fully accomplished research project proposal to Research Management Office and drop the Client Satisfactory Survey form.</i>	2.2. Communicate the schedule of evaluation to University Research Evaluation Board members and the research team. 2.3. Receive the revised and fully accomplished research project proposal for endorsement to Office of the Vice President for Research, Extension and Development.	3 working day/s	• Chief; Research Evaluation and Monitoring Center
Total Processing Time:	Working Days: 7 working day/s, 4 hour/s, 30 minute/s		
Total Processing Fee:	Total Standard Fee: None		

3. Faculty Request for Research Paper Presentation Financial Assistance

This service refers to the financial support provided by the University to the faculty members and administrative employees with permanent status whose research was accepted for presentation in national or international conferences.

Office or Division:	Research Management Office
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Faculty Members and Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Application (2) Original Copy	Applicant / Client
Remarks:	Submit a letter addressed to the Office the President through the Office of the Vice President for Finance, Office of the Vice President for Research, Extension and Development, Office of the Vice President for Academic Affairs/ Office of the Vice President for Campuses duly noted by the Dean/Directors/Head of Office)
2. CHED Legitimacy of the conference (2) Original Copy	Agency - Division: Office of the International Affairs - Office of the President - PUP
Remarks:	CHED-International Affairs Service
3. Full copy of the actual version of the paper for presentation (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	Faculty/ Requestee's Initiative
4. Copy of Notice of Acceptance and/or Letter of Invitation from the Conference Organizer (2) Original Copy	Applicant / Client
Remarks:	From Conference Organizing Committee
5. Copy of brochure showing the nature of the conference (2) Original Copy	Applicant / Client
Remarks:	From Conference Organizing Committee
6. Details of Financial Assistance requested (2) Original Copy	Applicant / Client
Remarks:	Faculty/ Requestee's Initiative Template
7. Certification that the paper is new and has not yet been presented in any local, national, or international conference (2) Original Copy	Applicant / Client
Remarks:	Requestee's Initiative - Certification that the paper is new and has not yet been presented in any local, national, or international conference signed by the requestee's.

8. Certification that the paper has not been granted or is being applied for grant/support by an external funding agency
 (2) Original Copy

Applicant / Client

Remarks:

Faculty/Requestee's Initiative- Certification that the paper has not been granted or is being applied for grant/support by an external funding agency signed by the requestee's.

9. Notarized co-authorship agreement

(2) Original Copy

Applicant / Client

Remarks:

In case of multiple authorship

10. Certification of Percentage of Contribution

(2) Original Copy

Applicant / Client

Remarks:

Certification of Percentage of Contribution (for Research Output with Multiple Authors) using Form I-B1b, Faculty Position Reclassification for SUCs – DBM/CHED Joint Circular No. 3, series of 2022 (2 copies)

Faculty/ Requestee's Initiative template signed by the Dean or Campus Director

11. IPO Certification

(2) Original Copy

Agency - Division: Intuitional Planning Office - Office of the Vice President for Planning and Finance

12. Ethics Clearance

(1) Original Copy And (1) Photo Copy

Agency - Division: Research Ethics Center - Research Management Office - Office of the Vice President for Research, Extension and Development

Remarks:

(not necessarily issued by the PUP Ethics Committee)

13. Certification or any proof of Copyright application

(2) Original Copy

Agency - Division: Intellectual Property Management Office - Office of the Vice President for Research, Extension and Development

14. Results of Similarity checker prior to submission to any conferences with a minimum similarity index of 15%

(1) Original Copy And (1) Photo Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Processing of the request for Initial Evaluation for Paper Presentation Financial Assistance Location: Research Management Office - South Wing Room 423 4 th Flr., Rm 423 Notes/Instruction: 1. submit the request for Paper Presentation Financial Assistance (PPFA), endorsed by the Sector Vice President (Vice President for Academic Affairs/Vice President for Campuses), with all required documents listed in the checklist of the Research Management Office (RMO).	1.1. Receive endorsement from the Sector Vice President, forward the request for paper presentation financial assistance to the Research Management Office Director, along with all necessary documentation, and then to the Chief of the Research Support Center (RSC). 1.2. Endorse the request to the assigned Research Management Cluster Coordinators (RMCC) for Technical Evaluation Evaluation. 1.3. Receive the request and facilitate the Technical Evaluation	None	1 hour/s	• Administrative Staff; Research Management Office
			1 hour/s	• Chief; Research Support Center
			2 hour/s	• Chief of Research Support Center and Research Management Cluster Coordinators; Research Support Center
	1.4. Endorse the initial evaluation result to Research Support Center Chief.		1 hour/s	• Research Management Cluster Coordinators; Research Support Center

	1.5. Endorse the paper to the Reviewers for double-blind evaluation.		1 hour/s	• Internal/External Evaluator; Research Support Center
2. Processing of the Evaluation 1 (Content Evaluation) and Evaluation 2 (Scoring from the blind reviewers' Location: Research Management Office - South Wing Room 423 Notes/Instruction: <i>Secure a copy of the evaluators' recommendation and comply with the technical requirements.</i>	2.1. Conducts double blind review	None	5 working day/s	• External Blind Reviewers; Research Support Center
	2.2. Receive the initial result of the Reviewers' evaluation and Notify the requestee for the recommendation suggestion for his/her compliance		1 hour/s	• Chief; Research Support Center
	2.3. Submit a copy of the revised manuscript for scoring of the blind reviewers. Receive the revised manuscript from the requestee and forward it to the Reviewers for final evaluation and scoring.		2 hour/s	• Chief; Research Support Center
3. Processing of the request with final Evaluation for Endorsement to Office of the Vice President for Research, Extension and Development. Location: Research Management Office - South Wing Room 423	3.1. Receive the Final Evaluation with scoring from the Reviewers and Notify the requestee of the result through a written communication. written communication	None	1 hour/s	• Chief; Research Support Center
	3.2. Endorse the approved Paper Presentation Financial Assistance to the Research Management Office Director for recommendation to the Vice President for Research, Extension and Development.		1 hour/s	• Chief; Research Support Center
4. Processing for the issuance of Certificate of Completion Location: Research Management Office - South Wing Room 423 Notes/Instruction: <i>Submit a copy of the following for the issuance of the Certificate of Completion:</i> 1. Certification of Paper Presentation 2. Conference Proceedings with the corresponding picture during paper presentation <i>Original and photocopy of the ff. expenses;</i> • Airfare • RER (Trans-portion from Home to NAIA Airport and- Versa) 3.3 Registration Fee a. Visa Fee (if any) b. Daily Subsistence Allowance Rate	4.1. Receive the report of attendance to the conference with complete documentary requirement and forward to Research Support Center Chief for the issuance of Certificate of Completion.	None	1 hour/s	• Chief; Research Support Center
	4.2. Issue a certificate of Completion duly signed by the Research Management Office Director.		1 hour/s	• Chief; Research Support Center
	4.3. Requestee answers the Online Client Satisfaction Survey.		30 minute/s	• Faculty/Requestee; Any of requesting office / division
Total Processing Time:		Working Days: 6 working day/s, 2 hour/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Request for Thesis and Dissertation Assistance and Grant

This service refers to thesis and dissertation assistance and grants to full-time faculty members and administrative employees toward the completion of a graduate degree. The grant is intended to motivate the university manpower/personnel to improve their qualification, sharpen their intellectual skills and scholarship, and promote within the university the importance of advanced and graduate education.

Office or Division:	Research Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty Members and Administrative Employees
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Endorsement/ recommendation by the Dean (2) Original Copy	Applicant / Client
Remarks: Faculty and Administrative Employees/ Applicant Template	
2. Certificate of Employment (1) Original Copy And (1) Photo Copy	Agency - Division: Human Resource Management Department - Office of the Vice President for Admin
3. Hard Bound Copies and CD (for soft copy) of the Thesis/Dissertation (1) Original Copy And (1) Photo Copy	Applicant / Client
4. Diploma or Certification of Degree Completion (1) Original Copy And (1) Photo Copy	Applicant / Client
5. Affidavit stating among others that the thesis/dissertation was written as a requirement towards the completion of master's or doctorate degree and that the same is not written for the completion of second master and second doctorate degree. (1) Original Copy And (1) Photo Copy	Applicant / Client
6. Certificate of International Paper Presentation (Dissertation) / Certificate of National/International Paper Presentation (Master's thesis) (1) Original Copy And (1) Photo Copy	Applicant / Client
7. Proof of Publication in any WoS/Scopus/ACI-indexed Publication/ CHED Accredited/ Recognized Journal or any Journal Recommended by the PASUC (2) Original Copy	Applicant / Client
Remarks: From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Processing of the request for Initial Evaluation for Thesis/ Dissertation Grant Location: Research Management Office - South Wing Room 423 Notes/Instruction: <i>Submit the request for Thesis and Dissertation Grant endorsed by the Sector Vice President (Vice President for Academic Affairs/Vice President for Campuses) with all required documents listed in the checklist of the Research Management Office (RMO).</i>	1.1. Receive endorsement from the Sector Vice President, forward the request for grant to the Research Management Office Director, with all necessary documentation, and then to the Chief of the Research Support Center (RSC). 1.2. Endorse the request to assigned Research Management Cluster Coordinator (RMCC) for Technical evaluation Evaluation. 1.3. Receive the request and facilitate the Technical Evaluation of the request.	None	1 hour/s, 30 minute/s	• Administrative Staff; Research Management Office
1 hour/s	• Chief; Research Support Center			
2 hour/s	• Research Management Cluster Coordinator			

				(RMCC); Research Management Office
	1.4. Endorse the initial evaluation result to Research Support Center Chief.		30 minute/s	• Research Management Cluster Coordinator (RMCC); Research Management Office
	1.5. Endorse the approved request Thesis and Dissertation Grant to the Research Management Office Director for recommendation to the Vice President for Research, Extension and Development to University Legal Office for the drafting of Memorandum Of Agreement.		2 hour/s	• Chief; Research Support Center
2. Processing of MOU for the Thesis/Dissertation Grant Location: Research Management Office - South Wing Room 423	2.1. Receive the request with the attached MOA and forward it to Research Support Center Chief. 2.2. Receive and notify the requestee to reproduce, sign and notarize the MOA.	None	1 hour/s, 30 minute/s 2 hour/s	• Administrative Staff; Research Management Office • Chief; Research Support Center
3. Processing of the submitted signed and notarized MOA Location: Research Management Office - South Wing Room 423 Notes/Instruction: <i>Submit duly signed and notarized Eight (8) copies of the MOA and log to the Client satisfaction survey.</i>	3. Receive notarized MOU and forward to University Legal Office for endorsement to Human Resource Management Department for the preparation of Special Order.	None	1 hour/s	• Administrative Staff; Research Management Office
Total Processing Time:		Working Days: 1 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		

5. Request for University Publication Assistance, Publication and Citation Incentives

This service refers to the publication and citation incentives given to permanent faculty members and administrative employees who were able to publish research works in Scopus, Web of Science – Core Collections indexed, and PUP Institutionalized Journals.

Office or Division:	Research Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Faculty Members and Administrative Employees
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Letter of Endorsement/ recommendation by the Dean (2) Original Copy	Applicant / Client
Remarks:	Letter of endorsement/recommendation by the Dean or Campus Director
2. RMO Certification (1) Original Copy And (1) Photo Copy	Agency - Division: Research Management Office - Office of the Vice President for Research, Extension and Development
Remarks:	RMO Certification (https://forms.gle/hah6wRDwjNPSZw2j9)
3. Notarized Co-Authorship Agreement (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	In the case of multiple authorship
For Situational Requirement	
A. University Publication Assistance	
A.1. Copy of the Invoice Receipt/Billing Statement from the Publisher/ Journal stipulating the total amount of the fee for the Publication article (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	From the Journal
A.2. Notarized and sworn affidavit is required from the applicant stating their willingness to refund the full amount in case the publication is not made available either in print or online within 12 months from the date of release of publication assistance (1) Original Copy And (1) Photo Copy	Applicant / Client
Remarks:	Faculty/Requestee template
A.3. IPO Certification (1) Original Copy And (1) Photo Copy	Agency - Division: Intuitional Planning Office - Office of the Vice President for Planning and Finance
A.4. Ethics Clearance (1) Original Copy And (1) Photo Copy	Agency - Division: Research Ethics Center - Research Management Office - Office of the Vice President for Research, Extension and Development
Remarks:	Approval issued by any Research Ethics Committee.

A.5. Certification or any proof of Copyright application

(1) Original Copy And (1) Photo Copy

Agency - Division: Intellectual Property Management Office - Office of the Vice President for Research, Extension and Development**A.6. Original copy (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication**

(2) Original Copy

Applicant / Client

A.7. Certification of Percentage of Contribution

(2) Original Copy

Applicant / Client

Remarks:

Certification of Percentage of Contribution (for Research Output with Multiple Authors) using Form I-B1b, Faculty Position Reclassification for SUCs – DBM/CHEd Joint Circular No. 3, series of 2022

Faculty/ Requestee Template

B. Publication Incentive

B.1. Certification of the paper that has not been granted a publication incentive by the university
 (2) Original Copy

Applicant / Client

Remarks:

Certification of the paper that has not been granted a publication incentive by the university, signed by the applicant.

B.2. Original copy (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication
 (2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)

B.3. IPO Certification

(1) Original Copy And (1) Photo Copy

Agency - Division: Intuitional Planning Office - Office of the Vice President for Planning and Finance

B.4. Ethics Clearance

(2) Original Copy

Agency - Division: Research Ethics Center - Research Management Office - Office of the Vice President for Research, Extension and Development

Remarks:

(not necessarily issued by the PUP Ethics Committee)

B.5. Certification or any proof of Copyright application

(1) Original Copy And (1) Photo Copy

Agency - Division: Intellectual Property Management Office - Office of the Vice President for Research, Extension and Development

B.6. Certification of Percentage of Contribution

(2) Original Copy

Applicant / Client

Remarks:

Certification of Percentage of Contribution (for Research Output with Multiple Authors) using Form I-B1b, Faculty Position Reclassification for SUCs – DBM/CHED Joint Circular No. 3, series of 2022 (2 copies)

Faculty/Requestee own template signed by the Dean or Campus Director

B.7. Original copy of the paper that cited the requestee (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication
 (2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal (For E-Copy)

Sub Situational Requirement/s**B.a. Citation Incentive**

B.a.1. Original copy of the article cited (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication
 (2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal
 (For E-Copy)

B.a.2. Original copy of the paper that cited the requestee (or print-out, in case of electronic publication) was submitted containing information about the full journal title, volume and issue numbers, table of contents, year of publication
 (2) Original Copy

Applicant / Client

Remarks:

From the Journal (for Print out) and/or From the website of the Journal
 (For E-Copy)

B.a.3. Notarized Co-authorship agreements between among the authors must be submitted along with the documentary requirements. It must stipulate the name of the applicant who shall receive the incentive and the division of incentives among the authors
 (2) Original Copy

Applicant / Client

Sub Requirement

B.a.3.A. If Sole author no need to submit this requirement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the request for University Publication Assistance and Publication and Citations Incentives endorsed by the Sector Vice President (Vice President for Academic Affairs/Vice President for Campuses)with all required documents listed in the checklist of the Research Management Office (RMO) Location: Research Management Office - South Wing Room 423	1.1. Receive endorsement from the Sector Vice President, forward the request for assistance and incentives to the Research Management Office Director, with all necessary documentation, and then to the Chief of the Research Support Center (RSC).	None	1 hour/s, 30 minute/s	• Administrative Staff; Research Management Office
	1.2. Endorse the request to assigned Research Management Cluster Coordinator (RMCC) for Technical Evaluation.		1 hour/s, 30 minute/s	• Chief; Research Support Center
	1.3. Receive the request and facilitate the Technical Evaluation		2 hour/s	• Research Management Cluster Coordinator (RMCC); Research Management Office

	1.4. Endorse the initial evaluation result to Research Support Center Chief.		2 hour/s	• Research Management Cluster Coordinator (RMCC); Any of requesting office / division
	1.5. Endorse the approved Paper to the Research Management Office Director for recommendation to the Vice President for Research, Extension and Development. and Notify the requestee on the result through a written communication.		2 hour/s	• Chief; Research Support Center
Total Processing Time:	Working Days: 9 hour/s			
Total Processing Fee:	Total Standard Fee: None			

6. Faculty Request for Ethics Review and Clearance

This service refers to the request of students from Colleges and Campuses for Ethics Review and Clearance issued by the University Research Ethics Board (UREB) to ensure that all research conducted by our students adheres to the highest ethical standards, respecting the rights, dignity, and welfare of all participants involved.

Office or Division:	Research Management Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	Students
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Letter of Intent (2) Original Copy	Applicant / Client
Remarks:	Submit a letter of intent addressed to the UREC chair through the Panel Chair of the College/Campus Research Ethics Committee (CLREC/CMREC).
2. Application Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit an Application Form (UREC Form-9) to the CLREC/CMREC.
3. Research Protocol (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit a Research Protocol (UREC Form 10)with complete documentary requirements to the CLREC/CMREC.
4. Informed Consent Form (2) Original Copy	Agency - Division: Research Ethics Center - Research Management Office
Remarks:	Submit a informed consent form (UREC Form 11) to the CLREC/CMREC.
5. Validated Research Instrument (2) Original Copy	Applicant / Client
Remarks:	When using an adapted research questionnaire, the researcher must cite the original source of the study tool.
6. Curriculum Vitae (2) Original Copy	Applicant / Client
Remarks:	Curriculum vitae of all the members of the group.
7. Memorandum of Agreement (Form 13) (2) Original Copy	Applicant / Client
Remarks:	This document establishes the framework for collaboration in conducting a thesis project, detailing each party's roles, responsibilities, and expectations. The form covers project management, ethical compliance, intellectual property rights, and adherence to university and external regulations. It also outlines procedures for dispute resolution, amendments, and termination of the agreement, ensuring that the research is conducted with academic integrity and in line with institutional standards.

8. Assent (Form 12)
(2) Original Copy

Agency - Division: Research Ethics Center - Research Management Office

For Situational Requirement				
A. For Adapted Research Instrument				
Sub Situational Requirement/s				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Processing the Application: Submit a Letter of Intent addressed to the University Research Ethics Committee Chair through College / Campus Research Ethics Committee Panel Chair, with the complete documentary requirements. Location: Deans Offices / Campus Directors' Office	1.1. Receive the application for College / Campus Research Ethics Committee	None	30 minute/s	<ul style="list-style-type: none"> College Research Ethics Committee Panel Chair; Colleges/Department Campus Research Ethics Committee ; Campuses
	1.2. Technical Evaluation of the request		1 hour/s	<ul style="list-style-type: none"> Campus Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee ; Colleges/Department
	1.3. Endorse it to the College/Campus Research Ethics Committee and Communicate the schedule of the evaluation.		2 hour/s	<ul style="list-style-type: none"> Campus Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee ; Colleges/Department
2. Evaluation Process Location: Deans Offices / Campus Directors' Office Notes/Instruction: <i>The evaluation process depends to the type of ethical clearance to be issued by the CL/CMREC.</i> <i>EXEMPT REVIEW= 2 Working days</i> <i>EXPEDITED REVIEW=5 Working days</i> <i>FULL REVIEW= 15 Working days</i>	2. Conduct ethical evaluation by the research ethics reviewers	None	15 working day/s	<ul style="list-style-type: none"> Campus Research Ethics Committee ; Campuses College Research Ethics Committee ; Colleges/Department
3. Releasing the Review Results by College / Campus Research Ethics Committee and Issuance of Clearance by University Research Ethics Committee Location: Deans Offices / Campus Directors' Office	3.1. College/Campus Research Ethics Committee Panel Chair endorsed the review results of the College / Campus Research Ethics Committee to University Research Ethics Committee .	None	2 hour/s	<ul style="list-style-type: none"> Campus Research Ethics Committee Panel Chair; Campuses College Research Ethics Committee Panel Chair; Colleges/Department
	3.2. Prepare the University Research Ethics Committee certification for Signature based on the recommendation of the College / Campus Research Ethics Committee .		2 hour/s	<ul style="list-style-type: none"> Chief; Research Ethics Center
	3.3. Issuance of Ethics Clearance		2 hour/s	<ul style="list-style-type: none"> Chief; Research Ethics Center
Total Processing Time:		Working Days: 15 working day/s, 9 hour/s, 30 minute/s		

Total Processing Fee:

Total Standard Fee: None

Office Legend**Campuses**

- Taguig City Campus
- San Juan City Campus
- Quezon City Campus
- Parañaque City Campus
- Mariveles, Bataan Campus
- Cabiao, Nueva Ecija Campus
- Pulilan, Bulacan Campus
- Santa Rosa City, Laguna Campus
- Biñan City, Laguna Campus
- San Pedro City, Laguna Campus
- Calauan, Laguna Campus
- Santo Tomas City, Batangas Campus
- Maragondon, Cavite Campus
- Alfonso, Cavite Campus
- Lopez, Quezon Campus
- General Luna, Quezon Campus
- Unisan, Quezon Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Ragay, Camarines Sur, Campus
- Santa Maria, Bulacan Campus
- Santa Maria, Bulacan Campus
- Biñan City, Laguna Campus
- San Juan City Campus
- Bansud, Oriental Mindoro Campus
- Sablayan, Occidental Mindoro Campus
- Lopez, Quezon Campus
- Taguig City Campus
- Mariveles, Bataan Campus
- Quezon City Campus
- San Pedro City Laguna, Campus
- Santo Tomas, Batangas Campus
- Cabiao, Nueva Ecija Campus
- General Luna, Quezon Campus
- Calauan, Laguna Campus
- Ragay, Camarines Sur Campus
- Santa Rosa City, Laguna Campus
- Pulilan, Bulacan Campus
- Maragondon, Cavite Campus
- Mulanay, Quezon Campus
- Alfonso, Cavite Campus
- Unisan, Quezon Campus
- Parañaque City Campus
- Parañaque City Campus

Colleges/Department

- College of Architecture, Design and the Built Environment
- College of Arts and Letters
- College of Business Administration
- College of Accountancy and Finance
- College of Computer and Information Sciences
- College of Communication
- College of Education
- College of Engineering
- College of Science
- College of Tourism, Hospitality and Transportation Management
- College of Political Science and Public Administration
- College of Social Sciences and Development
- College of Human Kinetics

Research Publications Office

1. Processing of Special Research Publications Editing

The Research Publications Office (RPO) is responsible for editing special research publications.

Office or Division:	Research Publications Office			
Category:	Internal Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Office of the President, Institutional Planning Office, Institutes and Offices under the Offices of the Vice President for Research, Extension and Development			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Sinta Request (Sample: 1 1)	Agency - Division: Polytechnic University of the Philippines - Research Publications Office			
Remarks:				
Link to PUP Sinta				
https://pupsinta.freshservice.com/support/home				
2. Complete final draft copy of the material for editing (1) Electronic Copy	Applicant / Client			
Remarks:				
Upload in MS Forms provided by the Office:				
https://forms.office.com/r/3s0JLggZLk				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request to MS link provided by the Research Publications Office Location: Link to MS Form https://forms.office.com/r/3s0JLggZLk Notes/Instruction: <i>soft copy of the Complete final draft copy of the material for editing</i>	1.1. Acknowledge receipt of materials 1.2. Identify and contact the possible editor to be assigned 1.3. Notify the client upon editor's confirmation	None	2 hour/s	<ul style="list-style-type: none"> RPO Administrative Staff; Research Publications Office
			1 working day/s	<ul style="list-style-type: none"> Editorial Section Chief; Research Publication Office
			1 hour/s	<ul style="list-style-type: none"> Editorial Section Chief; Research Publication Office
2. Follow up for the requested materials for editing Location: Research Publications Office S425, South wing 4F, PUP Main Campus	2.1. Coordinate to the editor/s the start date of editing the materials and the prescribed time to finish it 2.2. Editor fills out Non-Disclosure Agreement, Commitment form, and Conflict of Interest 2.3. Endorse Complete Submitted Materials to the Editor	None	3 working day/s	<ul style="list-style-type: none"> Editorial Section Chief; Research Publication Office
			2 working day/s	<ul style="list-style-type: none"> PUP Editor; Research Publication Office
			30 minute/s	<ul style="list-style-type: none"> Chief of Editing and Layout Section; Research Publication Office

	2.4. Editing of Materials		10 working day/s	• Editor; Research Publication Office
	2.5. Send edited materials to the client		1 working day/s	• Research Publications Office staff; Research Publication Office
3. Client acknowledges the receipt of the edited materials Location: Research Publications Office	3. None	None	1 minute/s	• N/A; Research Publication Office
Total Processing Time:		Working Days: 17 working day/s, 3 hour/s, 31 minute/s		
Total Processing Fee:		Total Standard Fee: None		

2. Processing of Special Research Publications Layout/Design

The Research Publications Office (RPO) is responsible for the layout/design of special/other research publications.

Office or Division:	Research Publications Office							
Category:	Internal Service							
Classification:	Highly Technical							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Office of the President, Institutional Planning Office, Institutes and Offices under the Offices of the Vice President for Research, Extension and Development							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement 1. PUP Sinta Request (Sample: 1 1) Remarks: Link to PUP Sinta Request: https://pupsinta.freshservice.com/support/home								
2. Complete copy of the materials for layout/design (1) Electronic Copy Remarks: Complete copy of the materials for layout/design <ul style="list-style-type: none"> • Materials (text document for layout) • High resolution copy of images with caption (pictures, graphs, figures, tables)								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Client submit their request thru MS forms Location: S425 4th Floor South Wing, PUP Main Building Link to Forms: https://forms.office.com/r/3s0JLggZLk Notes/Instruction: <i>Check for the standard requirements</i>	1.1. Acknowledge receipt of the request	None	4 hour/s	<ul style="list-style-type: none"> • Research Publications Office Administrative Staff; Research Publications Office 				
	1.2. Discuss the request with the layout artists.		4 hour/s	<ul style="list-style-type: none"> • Chief; Layout and Printing Section • Layout Artist; Layout and Printing Section 				
	1.3. Assign and endorse the request to the layout artist.		2 hour/s	<ul style="list-style-type: none"> • Chief; Layout and Printing Section 				
	1.4. Inform/discuss with the client on the status/comments of the artists for the additional information needed		3 hour/s	<ul style="list-style-type: none"> • Chief and Layout Artists; Layout and Printing Section 				
	1.5. Consultation/coordination with the client about the following: a) details of the project, b) layout/design		17 working day/s	<ul style="list-style-type: none"> • Layout artist; Research Publications Office 				

	1.6. Send the final layout / design to the client		1 working day/s	<ul style="list-style-type: none"> • Layout artist; Research Publications Office • Chief, Layout Section; Research Publications Office
2. Client acknowledges the receipt of the requested layout / design Location: S425 4th Floor South Wing, PUP Main Building	2. None	None	1 minute/s	<ul style="list-style-type: none"> • N/A; Research Publications Office
Total Processing Time:	Working Days: 19 working day/s, 2 hour/s, 1 minute/s			
Total Processing Fee:	Total Standard Fee: None			

Resource Generation Office

1. PUP OVERNIGHT PARKING

The Overnight Parking Management System is to regulate and manage parking spaces for vehicles that need to be parked overnight within the university premises. This ensures proper utilization of parking spaces, security, and availability for faculty, staff, authorized contractors and visitors.

This service is governed by Executive Order 33, series of 2023 issued by the University President.

Office or Division:	Resource Generation Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	PUP Full-Time Employees
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Accomplished Service Request Form

(1) Electronic Copy

Applicant / Client

Remarks:

Accomplished Service Request through PUP SINTA
(<https://pupsinta.freshservice.com/support/home>)

2. Letter of Intent addressed to the RGO Director

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Resource Generation Office, 2nd Floor Dome

3. Completed Overnight Parking Application (Form-B)

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - Resource Generation Office (Main Campus, COC, CEA and I-Tech) Campus Director (respective Campuses)

For PUP Main Campus Applicants (including COC, CEA and iTech): Secure form from Resource Generation Office

For other PUP Campuses: Secure form from Campus Directors

4. Valid PUP ID

Valid PUP ID

5. Proof of Ownership

(1) Photo Copy

Applicant / Client

Remarks:

Proof of Ownership -Photocopy of the following:

(a.) Official Receipt of registration (OR) and

(b.) Certificate of Registration (CR)

6. Order of Payment

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - General Accounting Section

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Sign the logbook and present the ID Location: Resource Generation Office, 2nd Floor, Dome, Main Building	1. Give the client logbook 2. Accept and Verify the client's identification (ID)	None	20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office

<p>2. Submit the Letter of Intent along with the PUP Overnight Parking Application form and other requirements Location: Resource Generation Office, 2nd Floor, Dome, Main Building</p>	2.1. Review the letter of intent, completed application form, and attached documents.	None	1 hour/s, 30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.2. If found incomplete, return the documents to the employee for their appropriate action.		40 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.3. If complete, the Chief of Business Maintenance Section verifies the eligibility of the applicant and approves the application.		1 hour/s, 30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
	2.4. The RGO Director confirms the approval of the application.		1 hour/s, 30 minute/s	• Director; Resource Generation Office
	2.5. Once the application is approved, the applicant (employee) is notified through call/text.		20 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
3. Pay the Overnight Parking Fee at the Fund Management Office Location: Fund Management Office, Ground Floor, South Wing, Main Building Notes/Instruction: <i>The applicant shall present the Order of Payment at the Counter 1 of Fund Management Office</i>	3. The Fund Management processes the payment for Overnight Parking	<p>Standard Fees Breakdown: Overnight Parking: PHP 2500</p> <hr/> <p>Total: PHP 2500</p>	9 hour/s, 10 minute/s	• Collecting Officer; Fund Management Office
4. Submit photocopy of the Official Receipt to the Resource Generation Office (RGO) Location: Resource Generation Office, 2nd Floor, Dome, Main Building	4. Receives the photocopy of Official Receipt and assists the employee to the Facility Management Office (FaMO) for the assignment of Parking Area	None	30 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
5. Proceed to the Facility Management Office (FaMO) for the assignment of Parking Area Location: Facility Management Office, Tahanan ng Alumni Building.	5. The FaMO assigns a parking area for the employee.	None	1 hour/s, 30 minute/s	• Chief; Facility Management Office
6. Accomplish the OCSS Evaluation through PUP SINTA Location: https://pupsinta.freshservice.com/support/home	6. Request the client to evaluate the service rendered through online evaluation.	None	10 minute/s	• Chief, Business Maintenance Section; Resource Generation Office
Total Processing Time:		Working Days: 1 working day/s, 6 hour/s, 10 minute/s		
Total Processing Fee:		<p>Total Standard Fee: PHP 2500</p>		

Sports Development Program Office

1. Request for Coach Certification

The office accepts and processes requests for coach certification. The office certifies and issues certificates to coaches that can be used for promotional and employment applications.

Office or Division:	Sports Development Program Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Coaches
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request Slip / Form

(1) Original Copy And (1) Photo Copy

Agency - Division: Polytechnic University of the Philippines - Sports Development Program Office

2. Contract of Service and ID

(1) Photo Copy

Applicant / Client

Remarks:

only for currently employed coaches

3. Valid Identification Card (any of the following)

- Passport
- PRC
- Driver's Licence
- National ID
- Company ID

Remarks:

only for the former coach of the university

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Get and Fill up the Request Slip, then submit the duly filled-up form Location: Sports Development Program Office	1. Receive the duly filled-up Request Slip / Form	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
2. Wait while the requested certification is being processed Location: Sports Development Program Office	2.1. Check the record of the requesting party and prepare the certification	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
	2.2. Forward the certification for signature/actual signing of the Office Director / Chief		2 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
	2.3. Forward the signed certification for releasing to authorized employee		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports Development Program Office
3. Get the certification Location:	3. Release of the signed certification	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Sports

Sports Development Program Office				Development Program Office
4. Acknowledge the receipt of the requested certification Location: Sports Development Program Office	4. Give the logbook to the client to sign and evaluate the service rendered	None	2 minute/s	<ul style="list-style-type: none"> Administrative aide; Sports Development Program Office
Total Processing Time:	Working Days: 12 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Wellness Program

The office accepts requests to arrange a wellness program within the university. University personnel may request a wellness program schedule to be facilitated by the office.

Office or Division:	Sports Development Program Office							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	All employees							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE						
For Standard Requirement <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">1. Letter of Intent / Request letter (1) Original Copy</td> <td style="width: 85%;">Applicant / Client</td> </tr> <tr> <td>2. List of Participants (1) Original Copy</td> <td>Applicant / Client</td> </tr> </table>					1. Letter of Intent / Request letter (1) Original Copy	Applicant / Client	2. List of Participants (1) Original Copy	Applicant / Client
1. Letter of Intent / Request letter (1) Original Copy	Applicant / Client							
2. List of Participants (1) Original Copy	Applicant / Client							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Submit a request letter addressed to the Director Location: Sports Development Program Office	1. Receive the request letter from the client	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Faculty and Administrative Employees Wellness Development Services 				
2. Wait while the requested arrangement is being processed Location: Sports Development Program Office	2.1. Forward the requested letter to the Chief of Faculty and Employees Wellness Department for assessment	None	6 minute/s	<ul style="list-style-type: none"> • Chief for Faculty and Employees Wellness Department; Faculty and Administrative Employees Wellness Development Services 				
	2.2. Check the program schedule and calendar of activities		6 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Faculty and Administrative Employees Wellness Development Services 				
	2.3. Recommend the request for actual signature / actual signing of the Director		2 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Faculty and Administrative Employees Wellness Development Services 				
	2.4. Forward the request for release to the authorized employee		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide; Faculty and Administrative Employees Wellness Development Services 				

3. Get the approved schedule Location: Sports Development Program Office	3. Issuance of the approved wellness program	None	1 minute/s	• Administrative Aide; Faculty and Administrative Employees Wellness Development Services
4. Acknowledge the receipt of the request Location: Sports Development Program Office	4. Give the logbook to the client to sign and evaluate the service rendered	None	3 minute/s	• Administrative Aide; Faculty and Administrative Employees Wellness Development Services
Total Processing Time:	Working Days: 20 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Center for Culture and the Arts

1. Talent Assessment of Regular Student Artists

The University Center for Culture and the Arts (UCCA) maintains a steady pool of student artists that undergo a series of skills/talent development embedded in the training program of each cultural group for the enhancement of their aesthetics. Interested applicants are bonafide students of the university and undertakes an audition process.

Office or Division:	University Center for Culture and the Arts			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Regular PUP Students			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Audition Form (1) Original Copy	Applicant / Client			
Remarks:	Audition Form shall be filled-out by the applicant at the UCCA Office.			
2. Profile Sheet (1) Original Copy	Applicant / Client			
Remarks:	Audition Form shall be filled-out by the applicant at the UCCA Office.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Message or visit the UCCA Office and secure a schedule for your Talent Assessment Screening. Location: University Center for Culture and the Arts (UCCA) Facebook Page, UCCA Official E-mail - ucca@pup.edu.ph , or the UCCA Office, at 3rd Floor, Tanghalang PUP, College of Communication Compound Notes/Instruction: <i>Prepare your art portfolio for verification</i>	1. The UCCA Office through its identified cultural organization within the Music Section, shall conduct the Talent Assessment.	None	30 minute/s	• Head of the UCCA Cultural Organization within the Music Section.; Music Section
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Request for Cultural Performance – PUP Units

With the University Center for Culture and the Arts (UCCA) being PUP's primary artistic and cultural institution that undertakes cultural programs for the awareness, understanding and appreciation of Filipino culture, it provides venues and avenues for artistic and cultural expressions of its populace and uses the potent power of the arts as an agent for change. The UCCA provides free cultural performances to PUP units (for any university and academic events/activities). The following cultural performances are offered by the UCCA: (1) Doxology songs or performances; (2) Singing of the Philippine National Anthem; (3) Intermission Numbers/Performances; and (4) Opening and Welcome Performances.

Office or Division:	University Center for Culture and the Arts			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Any university and academic units.			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Invitation Letter (1) Original Copy	Applicant / Client			
Remarks:	The Invitation Letter from the client should bear the complete details of the event (i.e. exact time, venue). The inviting group should have food provision for the invited UCCA cultural group.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of invitation (e-mail or hard copy) addressed to the UCCA Director stating nature of event, venue, date, time, name of cultural group/s being invited, and the specific request of cultural performance at least a month before the actual day of event. Location: Send invitation letter to the UCCA e-mail at ucca@pup.edu.ph , or the UCCA Office at the 3rd floor of the Tanghalang PUP, College of Communication Compound, Sta. Mesa, Manila. Notes/Instruction: <i>Include the event programme and please provide food and transportation for the invited group/s.</i>	1. The UCCA Office, through the Music Section, shall coordinate with the invited group/s for their availability and coordinates with the inviting person/group for the details of the event.	None	30 minute/s	• Music Section Chief; Music Section
Total Processing Time:	Working Days: 30 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Legal Counsel Office

1. Review of Memoranda of Agreement (MOAs) and Contracts of Colleges and Offices

A Memorandum of Agreement (MOA) is a formal business document used to outline an agreement made between two separate entities, groups or individuals. A MOA usually precedes a more detailed contract or agreement between the parties, after a process of negotiations and due diligence. This MOA may be used to cooperatively work together on an agreed purpose or meet an agreed objective and outline the discussed terms of a new relationship. A Contract is a meeting of the minds between two persons whereby one binds himself, with respect to the other, to give something or to render some services. (Article 1405, Civil Code of the Philippines, June 18, 1949).

A contract is also defined as "a juridical convention manifested in legal form, by virtue of which one or more persons bind themselves in favor of another or others, or reciprocally, to the fulfillment of a prestation to give, to do, or not to do." A contract binds both contracting parties and has the force of law between them.

The objective of the Legal Office is to ensure that the MOA/Contract entered into by the Colleges and Offices is in accordance with law and complies with the University Policies and Guidelines.

The process discussed herein refers only to one round of review by the Legal Office. If upon receipt of the documents, the College, Corporation, Partnership, Sole Proprietorship, or government agency, as the case may be, have comments and/or revisions to the said documents, the processing time of review starts again.

Office or Division:	University Legal Counsel Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Colleges and Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Draft of the MOA/Contract (in case of review) or request letter for the drafting of the MOA/Contract (1) Original Copy	Applicant / Client
2. Supporting Documents (1) Original Copy	Applicant / Client
3. Endorsement Letter from the Dean of the College or Head of the Office (1) Original Copy	Applicant / Client
4. Soft-copy of the MOA/Contract (in case of review) in word format sent to legal@pup.edu.ph (1) Original Copy	Applicant / Client
5. PUP Document Tracking System (DTS) Ticket of the request for the review/drafting of the MOA/Contract (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request letter (hard-copy or through e-mail) containing the draft MOA/Contract for review or the request letter for the preparation of the MOA/Contract. Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building	1.1. Acknowledge receipt (hard-copy or through e-mail). Identify the classification of the MOA/Contract. Evaluate the information and documents submitted to determine its compliance with the requirements of the Office. Receive the DTS Ticket. Register the MOA/Contract or the request letter in the internal monitoring spreadsheet.	None	1 hour/s	<ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office
	1.2. Assignment of the review or preparation of MOA/Contract. The Administrative Staff will assign the DTS to the Chief Legal Counsel or the Legal Officer, as the case may be.			<ul style="list-style-type: none"> Chief Legal Counsel; University Legal Counsel Office Legal Officer II; University Legal Counsel Office Legal Officer III; University Legal Counsel Office Administrative Aide III; University Legal Counsel Office

				• Administrative Aide VI; University Legal Counsel Office
	1.3. Review or preparation of the MOA/Contract.		7 working day/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office
	1.4. Review of the MOA/Contract reviewed or prepared by the Legal Officer. If there is no revision, the Chief Legal Counsel may either: (a) send the MOA/Contract (hard-copy or through e-mail) to the concerned College/Office; (b) instruct the Legal Officer/Administrative Staff to: (i)endorse the MOA/Contract; (ii) send the MOA/Contract; and (iii) transfer the DTS Ticket to the College/Office. If there is a revision, return the MOA/Contract to the assigned Legal Officer.		2 working day/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	1.5. Revision of the MOA/Contract.		10 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office
	1.6. Review of the revised MOA/Contract. If there is no revision, the Chief Legal Counsel may either: (a) send the MOA/Contract (hard-copy or through e-mail) to the concerned College/Office; or (b) instruct the Legal Officer/Administrative Staff to: (i) endorse the MOA/Contract; (ii) send the MOA/Contract; and (iii) transfer the DTS Ticket to the College/Office.		10 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	1.7. Receive the approved MOA/Contract by the Chief Legal Counsel. Endorse the MOA/Contract and transfer the DTS Ticket to the College/Office. Registration of the reviewed MOA/Contract in the internal monitoring spreadsheet. Release the MOA/Contract for reproduction.		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
2. Acknowledge receipt of the MOA/Contract (hard-copy or through e-mail). Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building	2. Inform the client to reproduce the MOA/Contract in eight (8) copies.	None	8 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
Total Processing Time:	Working Days: 11 working day/s, 2 hour/s, 8 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Issuance of Certificate of No Pending Case

A Certificate of No Pending Case is a document issued by the Legal Office upon the request of the administrative employee and faculty member which certifies that there is no ongoing or unresolved legal action against the said employee and faculty member.

Office or Division:	University Legal Counsel Office							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Administrative Employees and Faculty Members							
Operating Hours:	Others							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Request Letter (1) Original Copy	Applicant / Client							
Remarks:	Letter addressed to the Chief Legal Counsel requesting for a Certificate of No Pending Case.							
For Situational Requirement								
A. Situational Requirement								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Send an electronic mail (e-mail) to the Legal Office (legal@pup.edu.ph) addressed to the Chief Legal Counsel requesting for a Certificate of No Pending Case Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building	1.1. Acknowledge receipt of the request for a Certificate of No Pending Case through e-mail. 1.2. Verify from the physical records whether there exists an administrative case against the client. 1.3. In the absence of an administrative case against the client, issue the Certificate of No Pending Case. If there is an existing pending case involving client/requester, a Certificate of Pending Case shall be issued instead.	None	1 hour/s, 22 minute/s 10 hour/s 3 hour/s	<ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office <ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office <ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office 				
2. Receive the Certificate of No Pending Case and sign in the logbook dedicated for the said certificate. Location: University Legal Counsel Office Rm. 309 South Wing, PUP Main Building	2. Provide the Certificate of No Pending Case to the client/requester	None	1 hour/s, 21 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office 				
Total Processing Time:		Working Days: 1 working day/s, 4 hour/s, 43 minute/s						
Total Processing Fee:		Total Standard Fee: None						

3. Legal Opinion

A legal opinion is an attorney's formal response to a client's legal situation. It consists of an analysis of the problem, reference to the laws that apply to the situation and the attorney's suggestion solution.

Office or Division:	University Legal Counsel Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Colleges and Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Request Letter (1) Original Copy		Applicant / Client		
Remarks: Request letter asking for a legal opinion regarding matters concerning the University addressed to the Chief Legal Counsel of the University Legal Counsel Office.				
Sub Requirement				
1.A. PUP Document Tracking System (DTS) Ticket of the Request Letter				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request letter [hard-copy or through electronic mail (legal@pup.edu.ph)] addressed to the Chief Legal Counsel containing the query and attaching all pertinent documents. Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building	1.1. Acknowledge receipt of the request (hard-copy or through e-mail) and forward the same to the Chief Legal Counsel.	None	5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Legal Counsel Office Administrative Aide VI; University Legal Counsel Office
	1.2. The Chief Legal Counsel may either: (a) answer the request; or (b) assign the same to the Legal Officer. If the Chief legal Counsel, assigns the request, the Legal Officer will prepare a draft of the legal opinion.		7 working day/s	<ul style="list-style-type: none"> Chief Legal Counsel; University Legal Counsel Office Legal Officer II; University Legal Counsel Office Legal Officer III; University Legal Counsel Office
	1.3. Review of the draft legal opinion. If there is no revision, the Chief Legal Counsel will approve the draft. If there is a revision, return the draft Legal Opinion to the Legal Officer.		2 working day/s	<ul style="list-style-type: none"> Chief Legal Counsel; University Legal Counsel Office Legal Officer II; University Legal Counsel Office Legal Officer III; University Legal Counsel Office
	1.4. Revision of the draft legal opinion		1 working day/s	<ul style="list-style-type: none"> Legal Officer II; University Legal Counsel Office Legal Officer III; University Legal Counsel Office
	1.5. Review of the revised draft legal opinion.		1 working day/s	<ul style="list-style-type: none"> Chief Legal Counsel; University

				Legal Counsel Office
	1.6. Receive the approved draft of legal opinion by the Chief Legal Counsel. Transfer the DTS to the Requesting College of Office. Register the legal opinion in the internal monitoring spreadsheet. Photocopy of the legal opinion (one copy). Release of the original copy to the Requesting College or Office.		1 hour/s, 17 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
2. Acknowledge receipt of the legal opinion (either hard-copy or through e-mail). Location: University Legal Counsel Office, Room S.309, South Wing, PUP Main Building	2. Release the original copy of the legal opinion to the Requesting College or Office.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide VI; University Legal Counsel Office • Administrative III; University Legal Counsel Office
Total Processing Time:		Working Days: 11 working day/s, 1 hour/s, 27 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Review of Memoranda of Agreement (MOAs) and Contracts of Colleges and Offices (Internship Program)

A Memorandum of Agreement (MOA) is a formal business document used to outline an agreement made between two separate entities, groups or individuals. A MOA usually precedes a more detailed contract or agreement between the parties, after a process of negotiations and due diligence. This MOA may be used to cooperatively work together on an agreed purpose or meet an agreed objective and outline the discussed terms of a new relationship. A Contract is a meeting of the minds between two persons whereby one binds himself, with respect to the other, to give something or to render some services. (Article 1405, Civil Code of the Philippines, June 18, 1949).

A contract is also defined as "a juridical convention manifested in legal form, by virtue of which one or more persons bind themselves in favor of another or others, or reciprocally, to the fulfillment of a prestation to give, to do, or not to do." A contract binds both contracting parties and has the force of law between them.

The objective of the Legal Office is to ensure that the MOA/Contract entered into by the Colleges and Offices is in accordance with law and complies with the University Policies and Guidelines.

The process discussed herein refers only to one round of review by the Legal Office. If upon receipt of the documents, the College, Corporation, Partnership, Sole Proprietorship, or government agency, as the case may be, have comments and/or revisions to the said documents, the processing time of review starts again.

Office or Division:	University Legal Counsel Office
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Colleges and Offices
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Draft of the MOA/Contract (in case of review) or request letter for the drafting of the MOA/Contract (1) Original Copy	Applicant / Client
2. Endorsement letter from the Dean of the College addressed to the Chief Legal Counsel. (1) Original Copy	Applicant / Client
3. Correct and complete filled-out forms. [As required by CHED Memorandum Order No. 104, Series of 2017 (CMO No. 104, s. 2017) on the Revised Guidelines for Student Internship Program in the Philippines (SIPP).] (1) Original Copy	Applicant / Client
Remarks:	
1. For students who will be using the MOA template of the University, download and print the appropriate student internship forms from https://www.pup.edu.ph/downloads/students/ ; or 2. For students who will be using the MOA template of the Corporation, Partnership, Sole Proprietorship, or government agency, the required documents shall come from the Corporation, Partnership, Sole Proprietorship, or government agency.	
4. Soft-copy of the MOA/Contract (in case of review) in word format sent to legal@pup.edu.ph (1) Original Copy	Applicant / Client
5. Soft copy of the correct and complete filled-out required documents in word format sent to legal@pup.edu.ph. SEC Registration for Corporations and Partnerships and DTI Permit for Sole Proprietorships. (1) Original Copy	Applicant / Client
Remarks: Certificate of Registration from the Corporation, Partnership, or Sole Proprietorship (local internship).	
6. In case of a local internship, a photocopy of the Certificate of Registration (1) Photo Copy	Applicant / Client
7. In case of online/virtual internship for companies located abroad, proof that the company is duly recognized and registered in the country where it is situated (considered as local internship). (1) Photo Copy	Applicant / Client
Remarks:	

Proof that the company is duly recognized and registered in the country where it is situated (in case of online/virtual internship for companies located abroad).

8. In case of an international internship, proof of involvement of other government agencies like the Department of Labor and Employment (DOLE), Bureau and Immigration (BI), Inter-Agency Coordination Group against Trafficking (ICAT), and Department of Foreign Affairs (DFA).

(1) Photo Copy

Applicant / Client

Remarks:

Proof of involvement of other government agencies like the Department of Labor and Employment (DOLE), Bureau and Immigration (BI), Inter-Agency Coordination Group against Trafficking (ICAT), and Department of Foreign Affairs (DFA) [in case of international internship].

9. PUP Document Tracking System (DTS) Ticket of the request for the review/preparation of the MOA.

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
	<p>1. Send a request letter (hard-copy or through e-mail) containing the draft MOA/Contract for review or the request letter for the preparation of the MOA/Contract. Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building</p> <p>1.1. Acknowledge receipt (hard-copy or through e-mail). Identify the classification of the MOA/Contract. Evaluate the information and documents submitted to determine its compliance with the requirements of the Office. Receive the DTS Ticket. Register the MOA/Contract or the request letter in the internal monitoring spreadsheet.</p>	None	1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	<p>1.2. Assignment of the review or preparation of MOA/Contract. The Administrative Staff will assign the DTS to the Chief Legal Counsel or the Legal Officer, as the case may be.</p>		1 hour/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	<p>1.3. Review or preparation of the MOA/Contract.</p>		7 working day/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office
	<p>1.4. Review of the MOA/Contract reviewed or prepared by the Legal Officer. If there is no revision, the Chief Legal Counsel may either: (a) send the MOA/Contract (hard-copy or through e-mail) to the concerned College/Office; (b) instruct the Legal Officer/Administrative Staff to: (i)endorse the MOA/Contract; (ii) send the MOA/Contract; and (iii) transfer the DTS Ticket to the College/Office. If there is a revision, return the MOA/Contract to the assigned Legal Officer.</p>		2 working day/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	<p>1.5. Revision of the MOA/Contract.</p>		10 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Legal Officer II; University Legal Counsel Office

				<ul style="list-style-type: none"> • Legal Officer III; University Legal Counsel Office
	1.6. Review of the revised MOA/Contract. If there is no revision, the Chief Legal Counsel may either: (a) send the MOA/Contract (hard-copy or through e-mail) to the concerned College/Office; or (b) instruct the Legal Officer/Administrative Staff to: (i) endorse the MOA/Contract; (ii) send the MOA/Contract; and (iii) transfer the DTS Ticket to the College/Office.		10 hour/s, 30 minute/s	<ul style="list-style-type: none"> • Chief Legal Counsel; University Legal Counsel Office • Legal Officer II; University Legal Counsel Office • Legal Officer III; University Legal Counsel Office • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
	1.7. Receive the approved MOA/Contract by the Chief Legal Counsel. Endorse the MOA/Contract and transfer the DTS Ticket to the College/Office. Registration of the reviewed MOA/Contract in the internal monitoring spreadsheet. Release the MOA/Contract for reproduction.		1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
2. Acknowledge receipt of the MOA/Contract (hard-copy or through e-mail). Location: University Legal Counsel Office, Room S-309, South Wing, PUP Main Building	2. Inform the client to reproduce the MOA/Contract in eight (8) copies.	None	8 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Legal Counsel Office • Administrative Aide VI; University Legal Counsel Office
Total Processing Time:	Working Days: 11 working day/s, 2 hour/s, 8 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Library

1. Processing of Library Patron Account Registration and Validation

A Library Patron Account is given to bona fide PUP faculty and administrative personnel. This will allow them to borrow and return library materials, access the library facilities, and keep track of their library records. This may be availed onsite or online.

Office or Division:	University Library			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Faculty members and Administrative personnel of Polytechnic University of the Philippines			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Employee ID Employee ID of Polytechnic University of the Philippines				
2. Patron Account Online Registration Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - University Library			
3. ID picture (1) Original Copy	Applicant / Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Present the PUP ID and fill out the Patron Account Online Registration form https://forms.gle/WhrehnZKDAaK1Nux6 Location: 3rd Floor, Right Wing, NALRC Building	1. Check the patron's information in the Excel summary of registration; Import the collected data to the Library System	None	1 minute/s	<ul style="list-style-type: none"> • Librarian; Library Users' Services
2. E-mail a copy of ID picture to library@pup.edu.ph Location: Center Wing, 3rd Floor, NALRC Building	2. Upload the ID picture to patron's account.	None	1 minute/s	<ul style="list-style-type: none"> • Librarian; Library Information Technology Services
Total Processing Time:	Working Days: 2 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Process of Borrowing Library Materials

The University Library allows PUP employees to borrow library materials to in accordance with the PUP University Library Manual.

Office or Division:	University Library			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP employees			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Employee ID PUP Employee ID / Polytechnic University of the Philippines				
2. Library Patron Account (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - University Library			
3. Book Card (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - University Library			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Check the Online Public Access Catalog (OPAC) for the list of available library materials. Location: Any section of the library	1. Guide the client to the OPAC kiosks	None	1 minute/s	• Library Personnel; University Library
2. Proceed to the location of the book, fill out the book card and hand it to the librarian/library staff of the section together with the PUP ID Location: Any section of the library	2. Receive the book, accomplished book card and Employee's ID; encode the ID number of the patron and enter the item barcode in the check-out module of the library system; hand over the book to the patron; Issue a transaction receipt.	None	1 minute/s	• Library Personnel; University Library
Total Processing Time:	Working Days: 2 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Processing of Issuance of Permission to Use University Library Facilities

This service provides library facilities for official and academic functions for PUP employees.

Office or Division:	University Library			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	PUP Employees			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ol style="list-style-type: none"> Request Letter (1) Original Copy Applicant / Client <p>Remarks: Kindly address the letter to the University Library Director.</p> <hr/> <ol style="list-style-type: none"> Reservation/Agreement Form (1) Original Copy Agency - Division: University Library - Office of the University Library Director 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Inquire about the availability of the venue; Submit a request letter and fill out the Reservation/Agreement Form. Location: Office of the University Library Director 3rd Floor NALRC Bldg.	1. Check the availability of venue; Issue Reservation/Agreement Form	None	1 minute/s	• Receiving Staff; University Library
2. Submit the accomplished Reservation/Agreement Form Location: Office of the University Library Director 3rd Floor NALRC Bldg.	2. Check the request letter and accomplished Reservation / Agreement Form; Orient the client with the venue policies.	None	1 minute/s	• Receiving Staff; University Library
Total Processing Time:		Working Days: 2 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Processing of Request for Issuance of Referral Letter

This service directs PUP employees to appropriate sources of information and data available in other libraries.

Office or Division:	University Library			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	PUP Employees			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Valid PUP ID (1) Original Copy	Applicant / Client			
2. Online form (1) Electronic Copy	Applicant / Client			
Remarks: Via Online Individual: https://forms.gle/M4oZE3o9t7rY64vQA Group: https://forms.gle/NmzstqziN7YS3ejLA				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill out the online request form and attached a copy of PUP ID Location: Office of the Director University Library 3 rd Floor NALRC Building	1. Check the submitted online form with attached copy of PUP ID	None	1 minute/s	• Receiving Staff; University Library
2. Claim the requested referral letter Location: Office of the Director University Library 3 rd Floor NALRC Building	2. Issue the signed referral letter	None	1 minute/s	• Library Personnel; University Library
Total Processing Time:	Working Days: 2 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Process of Returning of Library Materials (No Accountability)

Borrowed library materials shall be returned to the University Library in observance of the specified due date. The return of library materials beyond the specified due date is subject to overdue fees, and payments should be made.

Office or Division:	University Library							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)							
Who may avail:	PUP Employees							
Operating Hours:	8:00 AM - 8:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Material to be returned (1) Original Copy Agency - Division: Patron who borrowed the material - (Patron)								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Hand over the material to be returned to the library staff Location: University Library	1. Received the returned library materials; Enter the barcode of returned material to the check-in module of the library system	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 				
2. Claim the transaction receipt and PUP ID Location: Library section where the material was borrowed	2. Issue a transaction receipt and return the employee's ID	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 				
Total Processing Time:	Working Days: 2 minute/s							
Total Processing Fee:	Total Standard Fee: None							

6. Processing of Library Clearance (No Accountability)

This service ensures that employees have no accountability before they go on vacation leave or separate from the University.

Office or Division:	University Library						
Category:	Internal Service						
Classification:	Simple						
Type of Transaction:	G2G (Government to Government)						
Who may avail:	Employees of the Polytechnic University of the Philippines						
Operating Hours:	8:00 AM - 8:00 PM						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement							
1. Clearance Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Human Resource Management Department						
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. Present clearance form; register in the log sheet Location: 3F, NALRC building	1. Check the client's account in the library system	None	1 minute/s	• Director; University Library			
2. Receive the signed clearance form Location: 3F, NALRC building	2. If the client has no accountability, the librarian will sign the clearance and give it back to the client	None	1 minute/s	• Director; University Library			
Total Processing Time:	Working Days: 2 minute/s						
Total Processing Fee:	Total Standard Fee: None						

7. Process of Returning of Library Materials (w/ Accountability)

Borrowed library materials shall be returned to the University Library in observance of the specified due date. The return of library materials beyond the specified due date is subject to overdue fees, and payments should be made.

Office or Division:	University Library								
Category:	Internal Service								
Classification:	Simple								
Type of Transaction:	G2C (Government to Citizen)								
Who may avail:	PUP Employees								
Operating Hours:	8:00 AM - 8:00 PM								
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
For Standard Requirement									
1. Book to be returned (1) Original Copy	Applicant / Client								
For Situational Requirement									
A. For library materials returned beyond the due date:									
A.1. Payment Slip (1) Original Copy	Agency - Division: University Library - Any section of the PUP Libraries								
A.2. Official Receipt (1) Original Copy	Agency - Division: Budget Services Office - Cash Receipt Section								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)					
1. Hand over the material to be returned to the library staff Location: Library section where the material was borrowed	1. Received the returned library materials; Enter the barcode of returned material to the library system.	None	1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 					
2. Secure Payment slip Location: Library section where the material was borrowed	2. Issue a payment slip	None	1 minute/s	<ul style="list-style-type: none"> • Library personnel; University Library 					
3. Proceed to Cashier and pay the corresponding fee; Submit a photocopy of the receipt to the library Location: GF South Wing, Main Building; Library section where the material was borrowed	3.1. Process payment and issue Official Receipt 3.2. Issue a transaction receipt and return the patron's ID	Formula Fees Breakdown: Overdue fine	1 minute/s	<ul style="list-style-type: none"> • Cash Collecting Officer; Cash Receipt Section 					
			1 minute/s	<ul style="list-style-type: none"> • Library Personnel; University Library 					
Total Processing Time:	Working Days: 4 minute/s								
Total Processing Fee:	Total Standard Fee: None See other fees below								
Formula / Schedule of Fees									
Overdue fine $(50.00 \text{ Php}) \times (\text{number of overdue days})$									

8. Processing of Library Clearance (w/ Accountability)

Securing clearance refers to the approval of the Library Administration declaring the applicant free from any liability from the department

Office or Division:	University Library							
Category:	Internal Service							
Classification:	Simple							
Type of Transaction:	G2G (Government to Government)							
Who may avail:	Employees of the Polytechnic University of the Philippines							
Operating Hours:	8:00 AM - 8:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Clearance Form (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Office of the University Registrar							
2. Payment Slip (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - University Library							
3. Official Receipt (1) Original Copy	Agency - Division: Polytechnic University of the Philippines - Cash Receipt Section							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Present clearance form Location: 3F, NALRC building	1. Check the client account in the library system	None	1 minute/s	<ul style="list-style-type: none"> Director; University Library 				
2. Ask for payment slip from the library and proceed to cashier for the payment Location: 3F, NALRC building; GF South Wing, Main Building	2.1. Issue corresponding payment slip	Formula Fees Breakdown: Overdue fineLost book	1 minute/s	<ul style="list-style-type: none"> Cash Collecting Officer; Any of requesting office / division 				
	2.2. Accept the payment and issue transaction receipt		2 minute/s	<ul style="list-style-type: none"> Cash Collecting Officer; Any of requesting office / division 				
3. Received the signed clearance form Location: 3F, NALRC building	3. The librarian will sign the clearance and give it back to the client	None	1 minute/s	<ul style="list-style-type: none"> Director; University Library 				
Total Processing Time:	Working Days: 5 minute/s							
Total Processing Fee:	Total Standard Fee: None See other fees below							
Formula / Schedule of Fees								
Overdue fine $(50.00\text{Php}) \times (\text{number of overdue days})$								
Lost book $(\text{Acquisition cost of book}) + (50.00\text{Php Processing fee})$								

University Printing Press

1. Layout, Printing to Post-Printing Services

Layout Services refer to designing creative page(s), Printing Services refer to reproducing page(s) design usually in volume of copies using the digital printer in black or color print on ordinary paper or special paper, and Post-Printing Services refer to post-production in the printing process like trimming or cutting paper, padding notepads, perfect or ring binding books and other materials used in different offices of the university.

Office or Division:	University Printing Press
Category:	Internal Service
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Chiefs/Directors/Heads from University Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Request Letter (1) Electronic Copy		Applicant / Client		
Remarks:				
. Email request letter stating the following information:				
<ul style="list-style-type: none"> • Full name of the person requesting the data. • Purpose • Specific data requested • Contact number and email address of the requesting party. 				
2. Materials (Sample: Based on scope of work Based on estimation)		Applicant / Client		
Remarks:				
Materials to be bound, cut or pad				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an email request letter to the UPP Office through its email address upp@pup.edu.ph Location: University Printing Press Office	1.1. Review/evaluate the general specifications of the emailed request 1.2. Email the requesting office relative to the result of the evaluation /review of the submitted documents for processing of the request.	None	4 minute/s 2 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff; University Printing Press <ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff; University Printing Press
2. Report to the UPP office to discuss the necessary action/s to be undertaken relative to the request. Location: University Printing Press Office	2. Discuss the request details/specifications with the concerned office/s to finalize the request of the client	None	5 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff; University Printing Press

3. Submit all the needed materials like pictures, sample graphics to include the softcopies Location: University Printing Press Office	3.1. Inspect pictures, samples, graphics, softcopy, and other preliminary needs for layout	None	5 minute/s	• Administrative Staff (Layout Artist); University Printing Press
	3.2. Layout as specified by the client		1 working day/s, 8 hour/s	• Administrative Staff (Layout Artist); University Printing Press
	3.3. Return to client the proof of layout for review and correction		2 minute/s	• Administrative Staff (Layout Artist); University Printing Press
4. Review and submit corrections to the Layout Artist, if any Location: University Printing Press Office	4. Insert corrections and print final layout	None	3 minute/s	• Administrative Staff (Layout Artist); University Printing Press
5. Review and submit corrections to the Digital Printing Operator, if there are any Location: University Printing Press Office	5. Insert corrections and print final copies	None	4 working day/s, 2 hour/s	• Administrative Staff (Digital Printing Operator); University Printing Press
6. Check the sample bind, cut, and pad instruct corrections, if there are any Location: University Printing Press Office	6. Do corrections and bind, cut, and pad the final copies	None	2 working day/s, 4 hour/s	• Administrative Staff (Post-Press Operator); University Printing Press
7. Sign in the client transaction monitoring request form after receiving the final print copies Location: University Printing Press Office	7. Provide the client the transaction monitoring form	None	1 minute/s	• Administrative Staff (Desk Officer); University Printing Press
Total Processing Time:	Working Days: 8 working day/s, 3 hour/s, 22 minute/s			
Total Processing Fee:	Total Standard Fee: None			

2. Layout Services

Layout Services refer to designing creative page(s) for printing use such as brochures, posters, tarpaulins, books, office forms, notepads, and other stationeries used in different offices of the university.

Office or Division:	University Printing Press
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Chiefs/Directors/Heads from University Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement	
1. Request letter (1) Electronic Copy	Applicant / Client
Remarks:	
1. Email request letter stating the following information:	
<ul style="list-style-type: none"> • Full name of the person requesting the data. • Purpose • Specific data requested • Contact number and email address of the requesting party. 	
2. Soft copy of the following materials to be used:	
<ul style="list-style-type: none"> • Pictures • Samples • Graphics 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an email request letter to the UPP Office through its email address upp@pup.edu.ph Location: University Printing Press Office	1.1. Review/evaluate the general specifications of the emailed request	None	4 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Lay-out Artist); University Printing Press
	1.2. Email the requesting office relative to the result of the evaluation/review of the submitted documents for processing of the request.		2 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Lay-out Artist); University Printing Press
2. Report to the UPP office to discuss the necessary action/s to be undertaken relative to the request. Location: University Printing Press Office	2. Discuss the request details/specifications with the concerned office/s to finalize the request of the client	None	5 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Layout Artist); University Printing Press
3. Submit all the needed materials like pictures, the sample graphics to include the softcopy Location: University Printing Press Office	3.1. Inspect pictures, samples, graphics, softcopy and other preliminary needs for the layout	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff (Layout Artist); University Printing Press
	3.2. Layout as specified by the client.		1 working day/s, 7 hour/s, 42 minute/s	<ul style="list-style-type: none"> • Administrative Staff (Layout Artist); University Printing Press

				University Printing Press
	3.3. Return to client the proof of layout for review and correction.		2 minute/s	• Administrative Staff (Layout Artist); University Printing Press
4. Review and submit corrections to the layout artist, if any. Location: University Printing Press Office	4. Insert corrections and print the final layout	None	10 minute/s	• Administrative Staff (Layout Artist); University Printing Press
5. Sign in the client transaction monitoring request form after receiving the final print copies Location: University Printing Press Office	5. Provide the client transaction monitoring form	None	1 minute/s	• Administrative Staff (Desk Officer); University Printing Press
Total Processing Time:		Working Days: 1 working day/s, 8 hour/s, 11 minute/s		
Total Processing Fee:		Total Standard Fee: None		

3. Printing Services

Printing Services refer to reproducing page(s) design usually in large copies using the digital printer in black or color print on ordinary paper or special paper such as brochures, posters, books, office forms, notepads, and other stationeries used in different offices of the university.

Office or Division:	University Printing Press			
Category:	Internal Service			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Chiefs/Directors/Heads from University Offices			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Request Letter				
(1) Electronic Copy				Applicant / Client
Remarks:				
1. Email request letter stating the following information:				
<ul style="list-style-type: none"> • Full name of the person requesting the data • Purpose • Specific data requested • Contact number and email address of the requesting party 				
2. Soft copy of the following materials:				
<ul style="list-style-type: none"> • Pictures • Samples • Graphics 				
2. Materials				Applicant / Client
(Sample: Based on arrangement/scope of work Based on estimation)				
Remarks:				
Paper/s to be used				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an email request letter to the UPP Office through its email address upp@pup.edu.ph	Location: University Printing Press Office	1.1. Review/evaluate the general specifications of the emailed request	None	4 minute/s
		1.2. Email the requesting office relative to the result of the evaluation/ review of the submitted documents for processing of the request		
2. Report to the UPP office to discuss the necessary action/s to be undertaken relative to the request	Location: University Printing Press Office	2. Discuss the request details/ specifications with the concerned office/s to finalize the request of the client	None	5 minute/s

<p>3. Submit all the needed materials like pictures, and sample graphics to include the softcopy Location: University Printing Press Office</p>	3.1. Inspect pictures, sample graphics, softcopy, and the needs for the printing.	None	10 minute/s	• Administrative Staff (Digital Printing Operator); University Printing Press
	3.2. Print sample as specified by the client and return to the printed materials for review and correction.		8 minute/s	• Administrative Staff (Digital Printing Operator); University Printing Press
4. Review and submit corrections to digital printing operator, if any Location: University Printing Press Office	4. Insert the corrections and print the final copies	None	4 working day/s, 50 minute/s	• Administrative Staff (Digital Printing Operator); University Printing Press
5. Sign in the client transaction monitoring request form after receiving the final print copies Location: University Printing Press Office	5. Provide the client transaction monitoring form	None	1 minute/s	• Administrative Staff (Desk Officer); University Printing Press
Total Processing Time:		Working Days: 4 working day/s, 1 hour/s, 20 minute/s		
Total Processing Fee:		Total Standard Fee: None		

4. Layout Plus Printing Services

Layout Services refer to designing creative page(s) for printing use such as brochures, posters, tarpaulins, books, office forms, notepads, and other stationeries used in different offices of the university. Printing Services refer to reproducing page(s) design usually in the volume of copies using the digital printer in black or color print on ordinary paper or special paper such as brochures, posters, books, office forms, notepads, and other stationeries used in different offices of the university.

Office or Division:	University Printing Press
Category:	Internal Service
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	Chiefs/Directors/Heads from University Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement

1. Request letter (1) Electronic Copy

Applicant / Client

Remarks:

1. Email request letter stating the following information:

- Full name of the person requesting the data.
- Purpose
- Specific data requested
- Contact number and email address of the requesting party.

2. Soft copy of the following materials:

- Pictures
- Samples
- Graphics

2. Materials

(Sample: Based on arrangement/scope of work Based on estimation)

Applicant / Client

Remarks:

Materials to be bound, cut or pad

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an email request letter to the UPP Office through its email address upp@pup.edu.ph Location: University Printing Press Office	1.1. Review/evaluate the general specifications of the emailed request	None	4 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Layout and Digital Printing Operator); University Printing Press
	1.2. Email the requesting office relative to the result of the evaluation/review of the submitted documents for processing of the request.		2 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Layout and Digital Printing Operator); University Printing Press
2. Report to the UPP office to discuss the necessary action/s to be undertaken relative to the request Location: University Printing Press Office	2. Discuss the request details/specifications with the concerned office/s to finalize the request of the client	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff (Layout and Digital Printing Operator); University Printing Press

<p>3. Submit all the needed materials like pictures, the sample graphics to include the softcopy Location: University Printing Press Office</p>	3.1. Inspect pictures, sample graphics, softcopy, and other preliminary needs for printing and layout	None	10 minute/s	• Administrative Staff (Layout and Digital Printing Operator); University Printing Press
	3.2. Layout as specified by the client		1 working day/s, 4 hour/s	• Administrative Staff (Layout Artist); University Printing Press
	3.3. Return to client the proof of layout for review and correction.		2 minute/s	• Administrative Staff (Layout Artist); University Printing Press
4. Review and submit corrections to the Digital Printing Operator, if there are any Location: University Printing Press Office	4. Insert corrections and print final copies.	None	2 working day/s, 3 hour/s	• Administrative Staff (Digital Printing Operator); University Printing Press
5. Check the sample bind, cut, and pad and instruct corrections, if there are any Location: University Printing Press Office	5. Do corrections and print final copies.	None	2 working day/s	• Administrative Staff (Post-Press Operator); University Printing Press
6. Sign in the client transaction monitoring form after receiving the final print copies. Location: University Printing Press Office	6. Provide the client to the transaction monitoring form	None	1 minute/s	• Administrative Staff (Desk Officer); University Printing Press
Total Processing Time:	Working Days: 5 working day/s, 7 hour/s, 24 minute/s			
Total Processing Fee:	Total Standard Fee: None			

5. Post-Printing Services

Post-Printing Services refer to post-production in the printing process like trimming or cutting paper, padding notepads, perfect or ring binding books and other materials used in different offices of the university.

Office or Division:	University Printing Press
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Chiefs/Directors/Heads from University Offices
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

For Standard Requirement
1. Request letter (1) Electronic Copy
Applicant / Client
Remarks: 1. Email request letter stating the following information: <ul style="list-style-type: none">• Full name of the person requesting the data.• Purpose• Specific data requested• Contact number and email address of the requesting party. 2. Soft copy of the following materials: <ul style="list-style-type: none">• Pictures• Samples• Graphics

2. Materials (Sample: Based on arrangement/scope of work Based on estimation)	Applicant / Client
Remarks: Materials to be bound, cut/pad	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an email request letter to the UPP Office through its email address upp@pup.edu.ph Location: University Printing Press Office	1.1. Review/evaluate the general specifications of the emailed request.	None	4 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Layout and Digital Printing Operator); University Printing Press
	1.2. Email the requesting office relative to the result of the evaluation/review of the submitted documents for processing of the request.		2 minute/s	<ul style="list-style-type: none"> • Director; University Printing Press • Chief; University Printing Press • Administrative Staff (Layout and Digital Printing Operator); University Printing Press
2. Report to the UPP office to discuss the necessary action/s to be undertaken relative to the request. Location: University Printing Press Office	2. Discuss the request details/specifications with the concerned office/s to finalize the request of the client	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff (Post-Press Operator); University Printing Press
3. Submit materials to be bound, cut, and pad Location:	3.1. Inspect materials to be bound, cut, and pad	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Staff (Post-Press

University Printing Press Office				Operator); University Printing Press
	3.2. Bind, cut, and pad a sample as specified by the client		1 working day/s, 2 hour/s	• Administrative Staff (Post-Press Operator); University Printing Press
	3.3. Show the client the sample bind, cut or pad for checking		4 minute/s	• Administrative Staff (Post-Press Operator); University Printing Press
4. Check the sample bind, cut, and pad and instruct corrections, if any Location: University Printing Press Office	4. Do corrections and bind, cut, and pad the final copies	None	1 working day/s, 3 hour/s	• Administrative Staff (Post-Press Operator); University Printing Press
5. Sign in the client transaction monitoring form after receiving the final print copies Location: University Printing Press Office	5. Provide the client transaction monitoring form	None	1 minute/s	• Administrative Staff (Desk Officer); University Printing Press
Total Processing Time:	Working Days: 2 working day/s, 5 hour/s, 21 minute/s			
Total Processing Fee:	Total Standard Fee: None			

University Records Management Office

1. Issuance of Certified True Copies of Controlled Records and Other Documents

This procedure applies to an Administrative Employee or Faculty Member requesting a Certified True Copy (CTC) of controlled documents and other records available at the University Records Management Office, such as Special Orders (SO), Executive Orders (EO), processed Application for Leave Forms, Teaching Assignments, and more.

Office or Division:	University Records Management Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Administrative Employees, Faculty Members
Operating Hours:	Others
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Request Form

(1) Original Copy

Agency - Division: Polytechnic University of the Philippines - University Records Management Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the fully completed request form and sign the Document Request Logsheet at the University Records Management Office (URMO) Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	1. Receive the request form and provide the logbook to the client. Assist the client in filling out the Document Request Logsheet	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
2. Proceed to the waiting area and wait for their name to be called Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	2.1. Locate the requested document and make a copy of the document 2.2. Stamp "Certified True Copy" on the photocopy of the document requested	None	12 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
			1 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office

	2.3. Sign the Controlled Copy of the requested document		1 minute/s	<ul style="list-style-type: none"> • Director; University Records Management Office • Chief; University Records Management Office • Records Officer; University Records Management Office 	
3. Receive and acknowledge the requested Certified True Copy of the document Location: University Records Management Office Ground Floor, Sampaguita Building Polytechnic University of the Philippines Main Campus	3.1. Release the Certified True Copy of the requested document and assist the client in signing the acknowledgement form	None	1 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office 	
	3.2. Request the client to fill out the Online Client Satisfaction Survey Form thru PUP SINTA https://pupsinta.freshservice.com/support/home		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office 	
Total Processing Time:	Working Days: 25 minute/s				
Total Processing Fee:	Total Standard Fee: None				

2. Sending Communication to External Stakeholders

This procedure outlines the mailing of official correspondences and documents from various offices of the University to external stakeholders through the Philippine Postal Service (PHLPost), Luzon Brokerage Company (LBC), and other courier companies.

Office or Division:	University Records Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Administrative Employees, Faculty Members			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <p>1. Request Form (1) Original Copy</p> <p>Agency - Division: Polytechnic University of the Philippines - University Records Management Office</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the fully accomplished correspondence for mailing at the University Records Management Office (URMO) Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	1.1. Receive the correspondence and the fully accomplished mailing request form and verify the completeness of the information.	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	1.2. Facilitate or dispatch outgoing mail by courier or postal service.		1 working day/s, 1 hour/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
2. Receive a photocopy of the official receipt issued by the courier or postal service agency. Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	2.1. Inform the client that a photocopy of the official receipt is available for pick-up	None	2 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	2.2. Provide the client a photocopy of the official receipt issued by the courier or postal service agency and assist them in signing the acknowledgment form		3 minute/s	<ul style="list-style-type: none"> • Adminstrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	2.3. Request the client to fill out the Online Client Satisfaction Survey (OCSS) Form thru PUP SINTA https://pupsinta.freshservice.com/support/home		5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records

Management
Office
• Administrative Aide
IV; University
Records
Management
Office

Total Processing Time:

Working Days: 1 working day/s, 1 hour/s, 15 minute/s

Total Processing Fee:

Total Standard Fee: None

3. Online Issuance of Certified True Copies of Controlled Records and Other Documents

This procedure applies to an Administrative Employee of Faculty Member requesting a Certified True Copy (CTC) of controlled documents and other records available at the University Records Management Office, such as Special Orders (SO), Executive Orders (EO), processed Application for Leave Forms, Teaching Assignments, and more.

Office or Division:	University Records Management Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	Administrative Employee, Faculty Members			
Operating Hours:	8:00 AM - 8:00 PM			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. PUP Sinta Account / PUP Webmail (Sample: --)		Agency - Division: Polytechnic University of the Philippines - Information and Communication Technology Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit a request thru PUP SINTA: https://pupsinta.freshservice.com/support/home or send an email request to the official webmail of the University Records Management Office (URMO) at records@pup.edu.ph Location: University Records Management Office Ground Floor, Sampaguita Building, Polytechnic University of the Philippines Main Campus	1.1. Acknowledge the request	None	5 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	1.2. Locate the requested document and make a copy of the document		12 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	1.3. Stamp "Certified True Copy" on the photocopy of the document requested		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office
	1.4. Sign the Controlled Copy of the requested document		1 minute/s	<ul style="list-style-type: none"> • Administrative Aide III; University Records Management Office • Administrative Aide IV; University Records Management Office

				Management Office	
	1.5. Scan the signed Controlled Copy of the requested document		5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office 	
2. Acknowledge the receipt of requested Certified True Copy of the document Location: University Records Management Office Ground Floor, Sampaguita Building Polytechnic University of the Philippines Main Campus	2.1. Email the requested document to the official PUP webmail of the requesting personnel	None	1 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office 	
	2.2. Request the client to fill out the Online Client Satisfaction Survey Form thru PUP SINTA https://pupsinta.freshservice.com/support/home		5 minute/s	<ul style="list-style-type: none"> Administrative Aide III; University Records Management Office Administrative Aide IV; University Records Management Office 	
Total Processing Time:	Working Days: 30 minute/s				
Total Processing Fee:	Total Standard Fee: None				

University Safety and Security Office

1. Request for CCTV Footage Review

The University Security and Safety Office may allow for review of CCTV footage/coverage for evidential purposes

Office or Division:	University Safety and Security Office						
Category:	Internal Service						
Classification:	Complex						
Type of Transaction:	G2C (Government to Citizen)						
Who may avail:	Transacting Client or Citizen						
Operating Hours:	Others						
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE					
For Standard Requirement <ul style="list-style-type: none"> 1. Request Letter (1) Original Copy 							
<p>1. Request Letter (1) Original Copy</p> <p>Applicant / Client</p>							
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)			
1. The client submits Request Letter to the University Security and Safety Office. Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	1.1. Intake Officer receives the letter, notes basic details of the request, forwards the same to the Chief of Security Administration.	None	5 minute/s	<ul style="list-style-type: none"> Administrative Staff; University Safety and Security Office 			
	1.2. Chief of Security Personnel Administration reviews the validity of the request. Letter is then forwarded to the Director for approval.		1 working day/s	<ul style="list-style-type: none"> Chief of Security Personnel Administration; University Safety and Security Office 			
	1.3. Director approves/denies request based on his final review of the legality of the request.		1 working day/s	<ul style="list-style-type: none"> Director; University Safety and Security Office 			
	1.4. Director endorses the approved request to the CCTV Monitoring and Surveillance Staff and Investigation Officer to carry out the request.		1 working day/s	<ul style="list-style-type: none"> Director, CCTV Monitoring and Surveillance Staff, Investigation Officer; University Safety and Security Office 			
	1.5. CCTV Monitoring & Surveillance Staff, Investigation Officer together with the client, reviews the footage based on the requested details.		30 minute/s	<ul style="list-style-type: none"> CCTV Monitoring and Surveillance Staff, Investigation Officer; University Safety and Security Office 			
Total Processing Time:		Working Days: 3 working day/s, 35 minute/s					
Total Processing Fee:		Total Standard Fee: None					

2. Request for Campus Access

Ensures the safety and security of the university community by regulating and monitoring the entry of non-PUP individuals during on-campus activities. This service establishes a clear, efficient process for internal clients (students and employees) to request entry approval, promoting accountability and compliance with campus security protocols.

Office or Division:	University Safety and Security Office			
Category:	Internal Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	PUP Students, Faculty, Employees, Concessionaires			
Operating Hours:	Others			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
For Standard Requirement				
1. Any valid Identification Card/Document <ul style="list-style-type: none"> • School • Company • Government Institution • Business Institutions 				
2. Letter of Request approved by any office of the university (1) Original Copy		Agency - Division: PUP - Any Office of the University		
3. Request Letter (1) Original Copy And (2) Photo Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit request letter approved by any office of the university to the University Security and Safety Office. The letter should contain the date, exact venue or office / facility to visit, and complete list of non-PUP individuals entering the campus Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	1.1. Receive the request letter and check for completeness of required details and accuracy of information. If incomplete, the client is informed to provide the missing details. 1.2. Endorse the letter to the Chief of Operation for evaluation for checking of compliance with campus security protocols. 1.3. Chief of Security Operations approves or denies request based on security considerations.	None	5 minute/s	• Administrative Staff; University Safety and Security Office
			3 minute/s	• Administrative Staff; University Safety and Security Office
			2 minute/s	• Chief of Security Operations; University Safety and Security Office
2. Receipt of Approved / Disapproved Request Letter Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	2. -The client receives the approved / disapproved request letter. The University Security and Safety Office personnel forwards the approved request to the guards at the entry point for checking and cross-referencing of individuals arriving on campus.	None	5 minute/s	• Administrative Staff; University Safety and Security Office
Total Processing Time:	Working Days: 15 minute/s			
Total Processing Fee:	Total Standard Fee: None			

3. Campus Activity Security Provision

Provision of appropriate security plans, measures, and security personnel to ensure the safety of the participants, guests, and the entire PUP community whenever activities are held in the University grounds.

Office or Division:	University Safety and Security Office
Category:	Internal Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	PUP Students, Faculty, Employees, Concessionaires
Operating Hours:	Others

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Request Letter (1) Original Copy And (2) Photo Copy		Applicant / Client		
2. Approved Venue Request Form (1) Photo Copy		Agency - Division: PUP - Facility Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Submit to University Security and Safety Office an approved Request Letter from any office of the University together with a photocopy of the approved Venue Request Form. Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	1.1. Receives and checks the approved request letter from any office of the university and the approved Venue Request Form. 1.2. The Intake Officer evaluates the Request Letter and forwards it to the Chief of Operations for approval. 1.3. The Chief of Operations signs the Request Letter, attaches the appropriate Security Plan, and forwards the same to the Security Officer for dissemination to the concerned Operations Officer and implementing Security Personnel.	None	3 minute/s 5 minute/s 2 minute/s	<ul style="list-style-type: none"> Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office Administrative Officer, Operations Officer, Administrative Staff, Security Officer; University Safety and Security Office
2. Receipt of photocopy of approved request with attached Security Plan Location: University Security and Safety Office, Ground Floor - Charlie Del Rosario, Building PUP Main Anonas St. Sta. Mesa Manila	2. Operations Officer discusses the Security Plan to the requesting party.	None	2 hour/s	<ul style="list-style-type: none"> Chief of Operations, Security Officer, Operations Officer, Security Personnel; University Safety and Security Office
Total Processing Time:		Working Days: 2 hour/s, 10 minute/s		
Total Processing Fee:		Total Standard Fee: None		

