

CASHIER'S COPY

Reference Number: 20250903-0202

ELLIANNA CECILIA DOMINGO PRINCIPE

BACHELOR IN INFORMATION TECHNOLOGY

Admitted: 2022

Request Fee: 150.00

Breakdown of Fees

Item	Qty	Amount
Informative Copy of Grades / Certified Copy of Grades	1	150.00
Total		150.00

This is the **Cashier's copy**. Present it to the PUP Main Campus Cashier when you pay the Request Fee.

PUP Cashier

1. Pay at the **Cashier's Office** (Main Building, Ground Floor South Wing)
2. Go to the Receiving Counters 2 or 3 of the O.U.R. (Main Bldg., Ground Floor, South Wing) for manual tagging of receipt and processing of request/s

Link.BizPortal Payment

For payment settled through the Link.BizPortal, kindly wait for 1-3 banking days for the automatic tagging as **Paid**.

Please contact the Fund Management Office (FMO) at (02) 5335-1787 loc. 288, 299 or 716 if your payment is still not posted within the given period.

Reference Number: 20250903-0202, Request Fee: 150.00

ELLIANNA CECILIA DOMINGO PRINCIPE

Request Fee: 150.00

GENERAL CLEARANCE: _____

This is to certify that ELLIANNA CECILIA DOMINGO PRINCIPE is **CLEARED OF ALL THE PROPERTY AND MONEY ACCOUNTABILITIES** in this Office:

General Clearance <i>Submit to Student Records when accomplished</i>	Clearance
Office of the Student Services ()	CLEARED
ACCOUNTING OFFICE (Ground Floor, South Wing, Main Bldg.)	CLEARED
LEGAL OFFICE (Third Floor, South Wing, Main Bldg.)	CLEARED

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

Online Document Request

CLIENT’S COPY

Please check your ODRS account for request updates and date of release at odrs.pup.edu.ph

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NOTICE:

1. All document requests in "On-Hold" status for 90 days shall be forfeited.
2. All document requests NOT claimed within 90 days will be archived.
3. If your due date falls on a holiday, the next working day is your due date.
4. Release of document may be delayed due to some technical problem.
5. Please bring your Valid ID when claiming the request.

All requested credentials will be released to the following assigned representatives other than the student/client:

- PARENTS/SIBLINGS/SPOUSE/CHILDREN** - with formal authorization letter duly signed by the student with two (2) valid ID's with picture of both the student/client and the representative and photo copy of the representative's PSA (NSO) Birth Certificate and PSA (NSO) marriage contract for the spouse.
- REPRESENTATIVE OTHER THAN THE IMMEDIATE FAMILY** - with Special Power of Attorney from the student concerned, duly notarized in the country/place of residence and two (2) valid ID's with picture of both