

REPUBLIC OF THE PHILIPPINES  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Sta. Mesa, Manila



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# CITIZEN'S CHARTER

As of April 2015

[www.pup.edu.ph](http://www.pup.edu.ph)

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## Vision

Clearing the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community.

## Mission

Reflective of the great emphasis being given by the country's leadership aimed at providing appropriate attention to the alleviation of the plight of the poor, the development of the citizens, and of the national economy to become globally competitive, the University shall commit its academic resources and manpower to achieve its goals through:

- a. Provision of undergraduate and graduate education which meet international standards of quality and excellence;
- b. Generation and transmission of knowledge in the broad range of disciplines relevant and responsive to the dynamically changing domestic and international environment;
- c. Provision of more equitable access to higher education opportunities to deserving and qualified Filipinos; and
- d. Optimization, through efficiency and effectiveness, of social, institutional, and individual returns and benefits derived from the utilization of higher education resources.

## Philosophy

As a state university, the Polytechnic University of the Philippines believes that:

Education is an instrument for the development of the citizenry and for the enhancement of nation building;

Meaningful growth and transformation of the country are best achieved in an atmosphere of brotherhood, peace, freedom, justice and a nationalist-oriented education imbued with the spirit of humanist internationalism.

# Strategic Objective: 8-Point Agenda

1. Pursuing Academic Excellence through Disciplinary Integrity
2. Embedding a Culture of Research
3. Insuring Transparency and Participatoriness in Giving Rewards and Sanctions
4. Modernizing and Upgrading of Physical Facilities, Equipment, Library, and Campus Development
5. Academic Freedom
6. Institutionalizing Civil Society Engagement and Involved Extension Service Program
7. Assuring Transparency in Fiscal Responsibility
8. Assessing Institutional Processes and Reviewing Critically and Rationally the Organization

## Shared Values

- God-Fearing
- Love for Humanity and Democracy
- Collegiality
- Integrity and Credibility
- Transparency and Accountability
- Passion for Learning
- Humanist Internationalism

# Feedback and Redress Mechanisms

Please let us know how we have served you by doing any of the following:

- ✓ Accomplish our Feedback Form available in the offices and put this in the PUP Assistance and Complaints Drop Box
- ✓ Send your feedback through e-mail ([feedback@pup.edu.ph](mailto:feedback@pup.edu.ph))

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by:

Dr. Edgardo A. Latoza  
Assistant to the Vice President for Student Services  
335-1787 or 335-1777 local 210  
[avpss@pup.edu.ph](mailto:avpss@pup.edu.ph)

or

Prof. Jimmy P. Dollaga  
Office of Student Services  
335-1787 or 335-1777 loc. 352  
[oss@pup.edu.ph](mailto:oss@pup.edu.ph)

Thank you for helping us continuously improve our services.

# Filing a Complaint

The proponent may submit a letter or affidavit of complaint against an administrative official or staff of PUP addressed to the Office of the Vice President for Administration (OVPA) located at the Second Floor of the South Wing Building. The office of the Vice President for Administration shall endorse the complaint to the Legal Office for investigation and disposition. If the complaint is against a faculty member or academic official, a letter or affidavit of complaint shall be addressed to the Office of the Vice President for Academic Affairs (OVPAA) at the Second Floor of the South Wing Building and the OVPAA shall endorse it to the College Dean concerned for investigation and appropriate action. If the complaint is against the student, the proponent may submit a letter or affidavit of complaint addressed to the Office of the Vice President for Student Services (OVPSS) located at the Second Floor of the South Wing Building and the OVPSS shall endorse the complaint to the Guidance, Counselling and Testing Center or to the Office of the Director for Student Services for appropriate action.

For any inquiries or complaints, you may call us at the following tel. nos.

**Office of the Vice President for Administration**

7168979 or 335-1787 or 335-1777 local 214 and 216

**Office of the Vice President for Academic Affairs**

7166307 or 335-1787 or 335-1777 local 206 and 207

**Office of the Vice President for Student Affairs and Services**

7157760 or 335-1787 or 335-1777 local 209 and 210

# OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the University Registrar (OUR) implements the University policies and procedures on admission, enrolment, registration and cross registration. It supports the effective implementation of academic-related guidelines and procedures such as academic load, changing of classes, substitution and dropping of courses, scheduling of integration period and examination, processing of student scholastic records (i.e. TOR), observance of tenure, leave of absence and honorable dismissal. It also acts on students' requests for accreditation of subjects taken in another school.

The offices under the OUR are the Admission and the Student Records Services.

**Telephone numbers:** (632) 335-1787 or (632) 335-1777 loc. 389 / 293 / 740 / 285 / 237 / 238 / 208 / 343

## A. ADMISSION SERVICES

### About the Service

The Office of Admission Services (OAS) facilitates and processes freshman, returning and transferee applications. It also processes applications of Mabini campus students who want to shift from one course to another.

The OAS also coordinates with the Guidance, Counseling and Testing Office in the conduct of the PUP College Entrance Test for the main campus (Mabini Campus) and branches/campuses. The Office orients faculty and employees in the administration of the PUPCET.

**Telephone Numbers:** (632) 335-1787 or (632) 335-1777 loc. 287

### Types of Services

#### 1. FRESHMAN ADMISSION

##### Description of the Service

The OAS processes and facilitates the enrolment application of high school students who passed the PUPCET. The Office evaluates the authenticity of the applicants' application documents and the applicant's qualification for admission and adherence to the University admission requirements/criteria.

**Application Fee:** PHP 500.00 (Local Students); USD 500.00 (Foreign Students)

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Visit the PUP website. Apply for PUP College Entrance Test and through the <i>iApply</i> , read the	Office of Admission Services (OAS) <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>	PUP Main Building: Room 107, Ground Floor, West Wing	15 – 20 minutes	

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
information provided and click the <b><i>iApplyNow</i></b> button				
2. Click <b><i>proceed</i></b> to begin your online registration and select your intended campus and program, then submit the online application	Office of Admission Services (OAS) <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing		
3. For international students, inquire directly from the Office of International Affairs (OIA)	Office of International Affairs (OIA)  Dir. Maria Teresa C. Villar  <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, South Wing		<ul style="list-style-type: none"> <li>• Passport</li> <li>• TOR</li> <li>• Student Visa/Study Permit</li> <li>• TOEFL Certificate or its equivalent</li> <li>• Letter of Recommendation from sponsoring Agency and/or from an Embassy/ Consular Officer of Country of Origin</li> <li>• Certificate/ Diploma</li> <li>• Personal History</li> <li>• Certificate of Good Moral Character</li> <li>• Bank Certificate</li> <li>• Medical Clearance</li> <li>• Two (2) 2"x2" photos with</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				white background • Alien Certificate of Registration
4. Upon successful submission of your online application, go to Display Voucher to print your Payment Voucher	Office of Admission Services (OAS)  Admission Staff  <a href="http://iApply.pup.edu.ph/RequestVoucher.aspx">http://iApply.pup.edu.ph/RequestVoucher.aspx</a>	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing		• Completely filled-up online application form
5. Go to the nearest LandBank Branch to remit payment via online collection	Any LandBank Branch			• Applicant's Copy of printed Payment Voucher
6. Claim ePermit online. Allow five (5) working days after payment to LandBank before claiming your Test Permit online	PUP iApply Claim Permit  <a href="http://iApply.pup.edu.ph/ClaimPermit.aspx">http://iApply.pup.edu.ph/ClaimPermit.aspx</a>			• Payer's Copy of the printed Payment Voucher
7. Go to the PUP Testing Center 30 minutes before your time schedule as printed in your PUPCET Test Permit	Guidance, Counseling and Testing Center (GCTC)	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)		PUPCET Test Permit • Two (2) pcs. of Mongol Lead No. 2 Pencil • School ID
8. Visit the PUP website for online confirmation of the scheduled date of	<a href="http://www.pup.edu.ph">www.pup.edu.ph</a>			

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
processing of admission credentials, interview and enrolment				
9. Fill out the Student Admission Records Form 1 (SAR Form 1)	www.pup.edu.ph			<ul style="list-style-type: none"> <li>• PUPCET Result</li> <li>• High School Average Grade of at least 82% or higher</li> </ul>
10. Click the <b>PRINT</b> button to print the SAR Form 1 with Route and Approval Slip	www.pup.edu.ph			<ul style="list-style-type: none"> <li>• Confirmation slip</li> </ul>
11. If your final grade in English is 80% or lower, take the English Placement Test (EPT)	College of Arts and Letters  Office of the Dean/Chairperson	<b>PUP Main Building:</b> English Department, 2 <sup>nd</sup> Floor, North Wing	One (1) hour	<ul style="list-style-type: none"> <li>• Route and Approval Slip</li> <li>• Payment fee of PHP 150.00</li> </ul>
12. On the scheduled date of processing your credentials, follow the steps in enrolment as indicated in your SAR Form 1	Office of Admission Service (OAS)  OAS Staff assigned to your College.	<b>PUP Main Building:</b> Room 107 Ground Floor, West wing	1 - 2 days	<ul style="list-style-type: none"> <li>• Required valid documents as indicated in your confirmation slip</li> </ul>
<b>END OF TRANSACTION</b>				

## 2. RE-ADMISSION

### Description of the Service

The OAS processes and facilitates the applications for re-admission of students.

**Fees:** Varies

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. 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 enrolment in PUP	Information and Communication Technology Office (ICTO)  Dir. Marlon Lim  Student Records Services	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)  <b>PUP Main Building:</b> Ground Floor	5 – 10 minutes  15 – 30 days	<ul style="list-style-type: none"> <li>• Clearance Form with signature/approval of concerned offices</li> <li>• Receipt of payment for re-admission</li> </ul>
2. Go to the Office of Admission Services (OAS) and fill out an application form for re-admission	Admission Services (OAS)  Ms. Aileen Birion/Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Informative Copy of Grades/TOR</li> <li>• Two (2) pcs. of recent 2"x2" pictures</li> <li>• Curriculum Sheet</li> <li>• Latest cert. of registration (COR) /Cert. of Enrolment</li> <li>• Medical/X-ray result</li> <li>• Receipt of payment for re-admission</li> </ul>
3. For S.I.S. students, proceed to ICTO to reactivate S.I.S. account	Information and Communication Technology Office (ICTO)  Dir. Marlon Lim	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)	Depends on the availability of the system (internet connection)	<ul style="list-style-type: none"> <li>• Same documents as in Step 2</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Secure clearance from the offices	<ul style="list-style-type: none"> <li>• Accounting Office</li> <li>• University Medical Clinic</li> <li>• Internal Audit</li> </ul>	<b>PUP Main Building:</b> Ground Floor, West Wing	One (1) day	<ul style="list-style-type: none"> <li>• Same documents as in Step 2</li> </ul>
5. Apply for academic evaluation and approval for re-admission	Office of the Dean / Chairperson	College of your chosen course	Depends on the availability of the Chairperson/Dean	<ul style="list-style-type: none"> <li>• Same documents as in Step 3</li> </ul>
6. Proceed to OAS and get Re-admission Certificate	Admission Services (OAS)  Ms. Aileen Birion/ Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Certificate of Grades/TO R issued by the University Registrar</li> <li>• Curriculum Sheet</li> </ul>
7. Go to the College of your chosen course and present re-admission certificate for enrolment	Office of the Dean / Chairperson	College of your chosen course	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Admission Certificate and photocopy of required documents</li> </ul>
<b>END OF TRANSACTION</b>				

**3. ACCREDITATION OF SUBJECTS TAKEN FROM OTHER COLLEGE/DEPARTMENT  
(FOR SHIFTEES AND RETURNING STUDENTS)**

**Description of the Service**

The OAS processes and facilitates the applications for accreditation of subjects taken from other colleges or departments in the University.

**Fees:** PHP 150.00

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Pay the fee for change of program/curriculum	PUP Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 - 10 minutes	<ul style="list-style-type: none"> <li>Original copy of Certificate of Registration (COR) during your first year of admission in PUP</li> </ul>
2. Secure application form for Accreditation of subjects taken	Admission Services (OAS)  Ms. Aileen Birion / Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>Current Certificate of Registration/ Certificate of Enrolment</li> </ul>
3. Request for the approval of the subjects to be credited	Dean/Chairperson	College where the subject is offered	Depends on the availability / schedule of the Dean / Chairperson	<ul style="list-style-type: none"> <li>Current Certificate of Registration/ Certificate of Enrolment</li> <li>Accreditation Form</li> </ul>
4. Pay the accreditation fee	PUP Cashiers Office Staff	<b>PUP Main Building:</b> Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>Official receipt of payment for change of program / Curriculum</li> </ul>
5. Secure signature/approval/endorsement for encoding in the S.I.S.	Admission Services (OAS)  Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 – 10 minutes however, it depends on the availability of the system (internet connection)	<ul style="list-style-type: none"> <li>Scholastic Record issued by the Student Records Office (SRO) signed by the posting clerk and Chief of SRO</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
6. Submit copy of the approved list of accredited subjects for evaluation and payment advice	Office of the University Registrar  Dr. Zenaida R. Sarmiento	<b>PUP Main Building:</b> OUR, Ground Floor, West Wing	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Scholastic Record issued by the Student Records Office (SRO) signed by the posting clerk and Chief of SRO</li> <li>• Official receipt of payment for change of program/ curriculum</li> </ul>
7. Proceed to ICTO for updating of approved accredited subjects.	Information and Communication Technology Office (ICTO)  Dir. Marlon Lim	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)	Depending on the availability of the system (internet connection)	<ul style="list-style-type: none"> <li>• Approved List of Accredited subjects certified by OUR</li> <li>• Official receipt of payment for change of program/ curriculum</li> </ul>
<b>END OF TRANSACTION</b>				

#### 4. ADMISSION OF TRANSFEREE FROM ANOTHER SCHOOL

##### Description of the Service

The OAS processes and facilitates transfer of students (preferably incoming second year) from another school or university to PUP, subject to the availability of slots and upon the approval of the University President or his duly authorized representative. PUP accepts transfer students from another school every first semester only.

**Fees:** PHP 300.00 (State Universities and Colleges) / PHP 500.00 (Private School)

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit transfer credentials for evaluation	Admission Services (OAS) OAS Chief	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	15 - 20 minutes	<ul style="list-style-type: none"> <li>• True copy of grades (original and three (3) photocopies) signed by the Registrar of your school/ university.</li> <li>• Certificate of good moral character</li> <li>• NSO Birth Certificate</li> </ul>
2. Upon approval of evaluated credentials proceed to Guidance Office for schedule of Psychological Examination	Guidance Counseling and Testing Center Dir. Barbara Camacho	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 -10 minutes	<ul style="list-style-type: none"> <li>• Endorsement letter from the Office of Admission Services</li> </ul>
3. For International students, inquire directly from the Office of International Affairs	Office of International Affairs	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, West Wing		<ul style="list-style-type: none"> <li>• Letter of Intent addressed to the Office of the President through the Office of the Vice President for Academic Affairs</li> <li>• Passport/Visa</li> </ul>
4. Proceed to the Cashier's Office for payment of Psychological Examination fee	PUP Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes.	<ul style="list-style-type: none"> <li>• PHP 750.00</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
5. Take the Psychological Examination	Guidance, Counseling and Testing Center  GCTC Staff  Dir. Barbara Camacho	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	2 hours  (Result of Psychological Examination is released two (2) days after the examinations proper)	• Official Receipt
6. Get from the Admission Office the result of Psychological Examination	Admission Services (OAS)  Assigned OAS Staff	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 – 10 minutes	• Official Receipt
7. For Psychological Examination passers, wait until the following documents are processed before paying the Admission Fee:  <ul style="list-style-type: none"> <li>• Application Form for Transferee</li> <li>• Reference Slip for college / ICTO endorsement</li> <li>• Waiver</li> </ul>	Admission Services (OAS)  Ms. Aileen Birion (OAS Staff)  Chief Adelio O. Sulit  PUP Cashier's Office	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing  <b>PUP Main Building:</b> Ground Floor, South Wing	30 minutes	<ul style="list-style-type: none"> <li>• Honorable dismissal</li> <li>• Transfer Application Form</li> <li>• Application Receipt</li> <li>• Two (2) pcs. of recent 2"x2" photos</li> <li>• NSO Birth certificate</li> <li>• True copy of grades (original and three (3) photocopies) signed by the Registrar of former school / university</li> <li>• Course/ Subject description taken from other school / university</li> <li>• Long brown envelope</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
8. Proceed to the University Registrar's Office to obtain endorsement to the College of chosen course for acceptance and subjects to take pending official enrolment in the University (First endorsement)	Office of the University Registrar (OUR)  Dr. Zenaida R. Sarmiento  Office of the Dean / Chairperson / Head of Academic Program	<b>PUP Main Building:</b> Ground Floor, West Wing  College of chosen course	30 minutes	<ul style="list-style-type: none"> <li>• Photocopy of documents as in Step 7</li> <li>• Result of Psychological Examination</li> </ul>
9. Proceed to ICTO for the creation of S.I.S. account.	Information and Communication Technology Office (ICTO)  Dir. Marlon Lim	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)	10 – 15 minutes	<ul style="list-style-type: none"> <li>• Photocopy of documents as in Step 7</li> </ul>
10. Proceed to the College of choice for tagging of subjects	Dean/ Chairperson	College of chosen course	Depending on the availability of the Chairperson / Dean of the College	<ul style="list-style-type: none"> <li>• Photocopy of all required documents</li> </ul>
11. Proceed to the Admission Office for endorsement to medical clinic and cashier's office for payment of tuition fee	Admission Services (OAS)  Ms. Aileen Birion/ Mr. Federico Aguilao (OAS Staff)  Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Same documents as in Step 7</li> </ul>
12. Proceed to the University Medical Services Section, Clinic	PUP Medical Clinic  Dr. Mary Grace Roxas	<b>PUP Main Building:</b> Ground Floor, East Wing		<ul style="list-style-type: none"> <li>• Endorsement Slip from OAS</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
13. For applicants who have met the medical requirements of the University, proceed to the Cashier's Office for payment of tuition fee	PUP Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes	• Endorsement Slip from OAS
14. Proceed to the Admission Office for printing of registration certificate	Admission Services (OAS)  Assigned OAS staff to assist the printing of the certificate of students per College	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	10 – 15 minutes (Depending on the availability of the system (internet connection))	• Photocopy of required documents
15. Proceed to the Office of Student Services for ID processing.	Office of Student Services  Dir. Jimmy Dollaga	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	By Schedule	• Registration Certificate
<b>END OF TRANSACTION</b>				

## 5. ADMISSION OF TRANSFEREES FROM PUP CAMPUS/BRANCH

### Description of the Service

The OAS processes and facilitates students' requests for transfer from PUP Campus / Branch to PUP Main Campus may be admitted, subject to the availability of slots and upon the recommendation of the Branch / Campus Director and approval of the University President or his duly authorized representative. PUP Main Campus accepts transfer students (preferably incoming second year) from PUP Campus / Branch every first semester only.

**Fees:** PHP 300.00

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure endorsement from the Director of the Campus / Branch to VP for Branches and Campuses (VPBC) for approval	Office of the Vice President for Branches and Campuses  Dr. Joseph Mercado	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, South Wing	Depending on the availability of the VPBC	<ul style="list-style-type: none"> <li>• Endorsement letter from the Branch/ Campus Director</li> <li>• True copy of grades (original and three (3) photocopies) signed by the Registrar of school/ university</li> <li>• Certificate of good moral character</li> <li>• NSO Birth Certificate</li> </ul>
2. Submit endorsement from the VP for Branches and Campuses to the Office of Admission Services for the evaluation of transfer credentials	Admission Services (OAS)  Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	15 – 20 minutes	<ul style="list-style-type: none"> <li>• Endorsement letter from VP for Branches and Campuses</li> <li>• True copy of grades (original and (3) three photocopies) signed by the Registrar of former school / university</li> <li>• Certificate of good moral character</li> <li>• NSO Birth Certificate</li> </ul>
3. After approval of evaluated credentials, proceed to the Guidance Office for schedule of Psychological Examination	Guidance Counseling and Testing Center  Dir. Barbara Camacho	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Endorsement letter from the Office of Admission Services</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. For international students, inquire directly from the Office of International Affairs	Office of International Affairs (OIA)	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, West Wing		<ul style="list-style-type: none"> <li>• Letter of Intent addressed to the Office of the President through the Office of the Vice President for Academic Affairs.</li> <li>• Passport/Visa</li> </ul>
5. Proceed to the Cashier's Office for payment of Psychological Examination	PUP Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• PHP 750.00</li> </ul>
6. Take the Psychological Examination	Guidance, Counseling and Testing Center  GCTC Staff  Dir. Barbara Camacho	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	2 hours  (Result of Psychological Examination is released two (2) days after the exam proper)	<ul style="list-style-type: none"> <li>• Official Receipt</li> </ul>
7. Get from the Admission Office the result of the Psychological Examination	Admission Services (OAS)  Assigned OAS Staff	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Official Receipt</li> </ul>
8. For Psychological Examination passers, have the the following documents processed and then pay the Admission Fee: <ul style="list-style-type: none"> <li>• Application Form for Transferee</li> </ul>	Admission Services (OAS)  Ms. Aileen Birion (OAS Staff)  Chief Adelio O. Sulit  PUP Cashier's Office	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing  <b>PUP Main Building:</b> Ground Floor, South Wing	30 minutes	<ul style="list-style-type: none"> <li>• Honorable dismissal</li> <li>• Transfer Application Form</li> <li>• Application Receipt</li> <li>• Two (2) pcs. of recent 2"x2" photo</li> <li>• NSO Birth certificate</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<ul style="list-style-type: none"> <li>Reference Slip for college/ICTO endorsement</li> <li>Waiver</li> </ul>				<ul style="list-style-type: none"> <li>True copy of grades (original and three (3) photocopies) signed by the Registrar of former school/university</li> <li>Course/Subject description taken from other school/university.</li> <li>Long Brown envelope</li> </ul>
9. Proceed to the University Registrar's Office for signature of endorsement to the College offering the chosen course for acceptance and subjects to take pending official enrolment in the University (first endorsement)	Office of the University Registrar (OUR) Dr. Zenaida R. Sarmiento  Office of the Dean / Chairperson / Head of Academic Program	<b>PUP Main Building:</b> Ground Floor, West Wing  College of chosen course	30 minutes	<ul style="list-style-type: none"> <li>Photocopy of documents as in Step 7</li> <li>Result of Psychological Examination</li> </ul>
10. Proceed to ICTO for the creation of S.I.S. account	Information and Communication Technology Office (ICTO) Dir. Marlon Lim	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)	10-15 minutes	<ul style="list-style-type: none"> <li>Photocopy of documents as in Step 7</li> </ul>
11. Proceed to the College of the chosen course for tagging of subjects	Dean/Chairperson	College of chosen course	Depending on the availability of the Chairperson / Dean of the College.	<ul style="list-style-type: none"> <li>Photocopy of all required documents</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
12. Proceed to the Admission Office for endorsement to the medical clinic and payment of tuition fee.	Admission Services (OAS)  Ms. Aileen Birion/Mr. Federico Aguilao (OAS Staff)  Chief Adelio O. Sulit	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	5 minutes	• Same documents as in Step 7
13. Proceed to the University Medical Services Section Clinic	PUP Medical Clinic  Dr. Mary Grace Roxas	<b>PUP Main Building:</b> Ground Floor, East Wing		• Endorsement Slip from OAS
14. For applicants who have met the medical requirements of the University, proceed to the Cashier's Office for payment of tuition fee	PUP Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes	• Endorsement Slip from OAS
15. Proceed to the Admission Office for printing of registration certificate	Admission Services (OAS)  Assigned OAS staff to assist in printing the registration certificate of students per College	<b>PUP Main Building:</b> Room 107, Ground Floor, West Wing	10 – 15 minutes Depending on the availability of the system (internet connection)	• Photocopy of all required documents
16. Proceed to the Office of Student Services for ID processing	Office of Student Services  Dir. Jimmy Dollaga	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	By Schedule	• Registration Certificate
<b>END OF TRANSACTION</b>				

## **B. STUDENT RECORDS SERVICES**

### **About the Service**

The Student Records Services under the Office of the University Registrar (OUR) handles tasks concerning registration; processing of student scholastic records, and storage, retrieval, and management of student records. It processes requests for Certification (enrolment and graduation), Transcript of Records, Application for Graduation and Diploma and answers inquiries for verification of student status.

### **TYPES OF SERVICES**

#### **Request for Credentials**

(For Undergraduate Student)

- Transcript of Records
- Diploma
- Certificates
- Transfer Credential (Honorable Dismissal)

**Note:** Immediate request of credentials could be granted through the **FAST LANE SERVICE (with additional charge)**.

### **HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure and fill out application FORM with General clearance	SRS Receiving Office: <ul style="list-style-type: none"><li>• Ms. Fe Carreon</li><li>• Mr. Eusebio B. Amigable</li><li>• Mr. Antonio B. Boncodin</li><li>• Mr. Garito E. Fabi</li></ul>	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"><li>• 2 pcs. of latest 2"x2" photos in formal pose with white background</li><li>• Receipt of payment</li><li>• Official request of TOR with remarks "<b>COPY FOR</b>" from the School where student is currently enrolled</li></ul>
2. Secure signature of heads of the following offices:	<b>Heads of different offices:</b>		30 minutes	<ul style="list-style-type: none"><li>• Properly filled out clearance form</li></ul>
	NALLRC Library / Book Bank	<b>NALLRC,</b> 3 <sup>rd</sup> Floor		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	Laboratory	<b>PUP Main Building:</b> 5th Floor, East Wing		
	ROTC	<b>PUP Main Building:</b> Ground Floor, East Wing		
	CHK (P.E.)	<b>PUP Gymnasium</b> 2 <sup>nd</sup> Floor		
	Accounting Office	<b>PUP Main Building:</b> Ground Floor, South Wing		
	Legal Office	<b>PUP Main Building:</b> Room 303, South Wing		
	Internal Audit Office	<b>PUP Main Building:</b> Room 301-302, South Wing		
3. Pay the required fees: <ul style="list-style-type: none"> <li>• Transcript of Records – PHP 100.00 / page</li> <li>• Certification – PHP 150.00</li> <li>• Transfer Credential – PHP 150.00</li> </ul>	Cashier's Office Collecting Officer	<b>PUP Main Building:</b> Ground Floor, South Wing	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Duly accomplished copy of Official Receipt</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Submit filled out application form for the requested document and get the claim stub with date of release	SRS Receiving Clerk	<b>PUP Main Building:</b> SRS Receiving Section, Room 116, Ground Floor, West Wing	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Accomplished General Clearance form</li> <li>• 2 pcs. of latest 2"x2" ID Photos in formal pose with white background</li> <li>• Official receipt of payment</li> </ul>
5. Claim the requested document/s on the scheduled date indicated in the claim stub	SRS Releasing Office <ul style="list-style-type: none"> <li>• Ms. Mercedes R. Salvador</li> <li>• Mr. Noel R. Caratao</li> <li>• Ms. Maria Teresa Baclao</li> </ul>	<b>PUP Main Building:</b> Window 13, Ground Floor, South Wing	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Claim stub</li> <li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li> <li>• Special Power of Attorney (SPA) notarized in the country / place of residence of the requesting party with picture of the representative (if to be claimed by a representative )</li> </ul>
<b>END OF TRANSACTION</b>				
<p><b>NOTE:</b> Transfer Credential (Honorable Dismissal) is issued relative to the program last enrolled in. If the applicant is not a graduate, he should apply in person or through an authorized representative. Students/ graduates who have already been issued their Transfer Credentials (Honorable Dismissal) may apply in person provided they submit a letter of no-objection from the Office of the Registrar of the school/university which admitted them.</p> <p><b>Follow-up could be made at the Student Records Services at telephone numbers: (632) 335-1787 or (632) 335-1777 local 208 after five (5) working days from the issuance of the claim stub.</b></p>				

**REQUEST FOR ACCREDITATION OF SUBJECT/S TAKEN AT ANOTHER SCHOOL, COLLEGE OR UNIVERSITY**

**HOW TO AVAIL THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Two months or after the Mid-term period, verify from the Office of the University Registrar (OUR) if the Official TOR <b>“Copy for PUP”</b> has been sent by the school/university last attended prior to admission in PUP to secure Application Form for Accreditation	University Registrar - Desk Officer/Clerk  • Ms. Tonilyn G. Del Rosario  • Ms. Ma. Fe Carreon	<b>PUP Main Building:</b> Room 103, OUR Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Certified true Copy of Grades / TOR issued by the Admission Officer during admission</li> <li>• Copy of the description of subject/course taken from other school / university</li> </ul>
2. Fill out accreditation form and secure approval of the Dean of the colleges offering the subject/s required (maximum of 30 units including P.E. and NSTP) based on your curriculum	College Dean	Dean's Offices, 2 <sup>nd</sup> Floor, North Wing, excluding, College of Science which is located at the 6 <sup>th</sup> Floor, Dome	One (1) day	<ul style="list-style-type: none"> <li>• Properly filled out form for Accreditation Certified True Copy of TOR with remarks <b>“Copy for PUP”</b></li> <li>• Copy of the description of subject/s / course taken from other school / university</li> </ul>
3. Submit the original copy of the Accreditation form with signature approval for acknowledgment by the OUR for final evaluation and tagging in the S.I.S.	University Registrar Staff:  • Ms. Virginia Manlangit  • Ms. Ana Collantes	<b>PUP Main Building:</b> Room 103, Office of the University Registrar (OUR), Ground Floor, West Wing	One (1) day	<ul style="list-style-type: none"> <li>• Properly filled out form for Accreditation</li> <li>• Certified True Copy of TOR with remarks <b>“Copy for PUP”</b></li> <li>• Copy of</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				description of subject/s/course taken from other school / university
4. Request for assessment of fees based from the approved subject/s / units	Student Service, Accounting Department, Accounting Staff	<b>PUP Main Building:</b> Ground Floor South Wing	Upon Submission	<ul style="list-style-type: none"> <li>Properly filled out form for Accreditation with signature approval of the College Deans and University Registrar</li> </ul>
5. Pay the total amount of fees for the accredited subject/s	Cashier's Office, Collecting Officer	<b>PUP Main Building:</b> Ground Floor, South Wing	3 – 5 Minutes	<ul style="list-style-type: none"> <li>Properly filled out Official Receipt</li> </ul>
6. Submit the approved request for the accredited subject/s taken from other school	SRS/OUR, SRS Academic Evaluator: <ul style="list-style-type: none"> <li>Ms. Ma. Victoria Cartagena</li> <li>Ms. Kristel Dita</li> </ul>	<b>PUP Main Building:</b> Ground Floor South Wing	One (1) day upon receipt of requirement/s	<ul style="list-style-type: none"> <li>Official Receipt of Payment</li> <li>Properly filled out form for Accreditation</li> <li>Special Power of Attorney (SPA)</li> <li>Notarized in the country / place of residence of the requesting party with picture of the representative (If to be claimed by a representative )</li> </ul>
<b>END OF TRANSACTION</b>				

**REQUEST FOR VERIFICATION ON THE STATUS OF STUDENTS/ GRADUATES**  
 (From Employer and Other Institution)

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit letter request duly signed by authorized Company Officer in charge with required attached documents for verification	OUR Ms. Virginia Manlangit	<b>PUP Main Building:</b> Room 103, West Wing Ground Floor	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Letter request</li> <li>• Authorization letter of the student</li> <li>• Photocopy of Transcript and/or Diploma</li> </ul>
2. Pay the required fee/s	Cashier's Office Cashier Collecting Officer	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Official Receipt (PHP 200.00 per document)</li> </ul>
3. Pick up the verification documents after three working days	OUR Ms. Virginia Manlangit	<b>PUP Main Building:</b> Room 103, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Receipt of Payment – Claim Stub</li> <li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li> </ul>
<b>END OF TRANSACTION</b>				

**REQUEST FOR TRANSCRIPT OF RECORDS, DIPLOMA, CERTIFICATION FOR NEWLY GRADUATED STUDENTS**  
 (Bachelor, Master and Doctoral Degrees)

**Note:** Transcript of Records of New Graduates shall be released two months after the Commencement Exercises, **EXCEPT FOR THOSE WHO WILL BE TAKING BOARD EXAMINATION.**

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit the required documents for graduation as scheduled (refer to the bulletin of Information, PUP Website and or SRS @ Ground Floor, South Wing)	Records Analysts in charge of Colleges: <b>CAF</b> Ms. Evelyn Ursolino  <b>CBA / HRDM / BOA</b> Ms. Maricel Rubiano  <b>CBA / Marketing</b> Ms. Evelyn del Mundo  <b>COED</b> Ms. Gina Tavanlar  <b>Finance / ADPR</b> Ms. Edna Duno  <b>CSSD / CHK</b> Ms. Gemma Morga-  <b>COC / CAL</b> Ms. Susan Ruedas  <b>CCIS / COE / IE / BSRE</b> Mr. Peter John Galanido  <b>CS / CPAG</b> Ms. Grace Gentolizo  <b>CAF / CTHRM</b> Ms. Ma. Victoria Marinas	<b>PUP Main Building:</b> SRS Window 3-12, Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Certification of Conferment of Degree</li> <li>• Official Receipt of Payment</li> <li>• Certificate of Candidacy</li> <li>• 2 pcs. of 2"x2" ID photos with hood and cap</li> <li>• Signed General Clearance</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	<b>ECE / EE / CE / ME</b> Ms. Rosa Sta. Maria			
2. Claim the requested document/s on the scheduled date indicated in the claim stub	SRS Releasing Section <ul style="list-style-type: none"> <li>• Ms. Mercedita Salvador</li> <li>• Mr. Noel Caratao</li> <li>• Ms. Maria Teresa Baclao</li> </ul>	<b>PUP Main Building:</b> Window 13 Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Claim stub</li> <li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li> <li>• Special Power of Attorney (SPA), notarized in the country/place of residence of the requesting party with picture of the representative (If to be claimed by a representative)</li> <li>• PUP Student ID (<i>if said document is first request, the PUP ID must be surrendered</i>)</li> </ul>
<b>END OF TRANSACTION</b>				
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Only subject/s taken which were officially enrolled and taken shall be given credit and shall be reflected in the transcript of records. However, student may appeal / request for inclusion of the subject/s with the approval of the Vice President for Academic Affairs.</li> <li>• To check the status update of your request, you can log on to <a href="mailto:srs@pup.edu.ph">www.srs@pup.edu.ph</a> or open your email account after five (5) working days upon filing of request. You may also contact (632) 716-7832 loc. 285 / 293 / 208 / 237 / 389 / 740 during office hours and verify from the Record Analyst/Officer assigned in your College.</li> <li>• Request of Student with "HOLD" status shall not be released until clearances from the Concerned Official / office have been submitted.</li> </ul>				

**REQUEST FOR 2nd COPY OF TRANSCRIPT OF RECORD /  
CERTIFICATE / DIPLOMA / DFA / CHED AUTHENTICATION**

**HOW TO AVAIL THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Fill out Application Form	SRS Receiving Office: <ul style="list-style-type: none"> <li>• Ms. Fe Carreon</li> <li>• Mr. Eusebio B. Amigable</li> <li>• Mr. Antonio B. Boncodin</li> <li>• Mr. Garito E. Fabi</li> </ul>	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• 2"x2" ID photo (formal pose) with white background</li> <li>• Documentary Stamp</li> <li>• Special Power of Attorney (SPA), notarized in the country / place of residence of the requesting party with picture of the representative (If to be claimed by a representative )</li> </ul>
2. Proceed to the following offices for the signing of Clearance	Chief/Authorized Person		30 minutes	<ul style="list-style-type: none"> <li>• General clearance form</li> </ul>
	Ninoy Aquino Library and Learning Center	<b>NALLRC,</b> 3rd Floor		
	Laboratory	<b>PUP Main Building:</b> Room 508, 5 <sup>th</sup> Floor, East Wing		
	ROTC	<b>PUP Main Building:</b> Room 117, Ground Floor, East Wing		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
* (For Graduates only)	CHK (P. E.)	<b>PUP Gymnasium</b> 2 <sup>nd</sup> Floor		
	*Accounting Office	<b>PUP Main Building:</b> Room 105, Ground Floor, South Wing		
	*Internal Audit	<b>PUP Main Building:</b> Room 301- 302, 3 <sup>rd</sup> Floor, South Wing		
	*Legal Office	<b>PUP Main Building:</b> Room 301- 302, 3 <sup>rd</sup> Floor, South Wing		
3. Pay the required Fee/s: <ul style="list-style-type: none"> <li>• <b>Certification</b> – PHP 150.00 per document</li> <li>• <b>Transcript of Records</b> – PHP 100.00</li> <li>• <b>Diploma</b> – PHP 200.00</li> <li>• <b>DFA Authentication</b> – PHP 920.00</li> <li>• <b>CHED Authentication</b> – PHP 470.00</li> </ul>	Cashier's Office, Collecting Officer or Cashier/Teller	<b>PUP Main Campus:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Official Receipt</li> <li>• Duly signed General Clearance Form</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Present the official receipt (OR) and the Signed Clearance Form to get a schedule of release for the requested documents.	SRS Receiving Section, Receiving Officers: <ul style="list-style-type: none"><li>• Mr. Antonio B. Boncodin</li><li>• Mr. Garito E. Fabi</li><li>• Ms. Fe Carreon</li><li>• Mr. Eusebio B. Amigable</li></ul>	<b>PUP Main Building:</b> Room 116 Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"><li>• Official Receipt</li><li>• Duly signed General Clearance Form</li></ul>
5. Claim the requested document/s as scheduled, indicated in the claim stub.	SRS Releasing Section, Releasing Officers: <ul style="list-style-type: none"><li>• Ms. Mercedita R. Salvador</li><li>• Mr. Noel Caratao</li></ul>	<b>PUP Main Building:</b> Window 13, Ground Floor, South Wing	10 minutes	<ul style="list-style-type: none"><li>• Claim Stub</li><li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li><li>• Special Power of Attorney (SPA), notarized in the country / place of residence of the requesting party with picture of the representative (If to be claimed by a representative )</li></ul>
<b>END OF TRANSACTION</b>				

**REQUEST FOR CORRECTION OF INFORMATION ON STUDENT RECORD'S FILE**  
 (MUST BE DONE BY THE STUDENT UPON ADMISSION OR BEFORE THE LAST SCHOOL  
 YEAR OF STAY IN THE UNIVERSITY)

**A. Name Used not Same with the Civil Registry File / Record**

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit letter request for correction of information/data on school record	<p>SRS Receiving Section, Receiving Officers:</p> <ul style="list-style-type: none"> <li>• Mr. Antonio B. Boncodin</li> <li>• Mr. Garito E. Fabi</li> <li>• Ms. Fe Carreon</li> <li>• Mr. Eusebio B. Amigable</li> </ul>	<p><b>PUP Main Building:</b> Room 116 Ground Floor, West Wing</p>	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Change of Name</li> <li>• NSO Original Copy of Cert. of Live Birth</li> <li>• CTC of Court Order if change is due to adoption or legitimation</li> <li>• Marriage Contract if change is due to marriage</li> <li>• Alien Certificate of Registration (for Foreign Students)</li> <li>• Joint Affidavit of two (2) disinterested persons</li> <li>• Copy of F-137A (with Corrected name) with school dry seal and remarks “Copy for PUP” and copy of DepEd Resolution for the</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				correction (if correction is due to discrepancy from NSO Copy of Birth Certificate to School Record).
2. Pay the required fee – PHP150.00	Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes upon submission	• Official Receipt
3. Present endorsement letter for processing of the correction in S.I.S. database	ICT Office Programmer/Analyst	<b>NALLRC</b> Ground Floor	15 minutes upon submission	• Approval from the Chief, SRS
4. Submit original copy of application and acknowledgement duly signed by the ICT Staff	Student Records Services Records Analysts, in-charge of college	<b>PUP Main Building:</b> Window 3-12 Ground Floor, South Wing	5 – 10 minutes	• All requirements for correction
<b>END OF TRANSACTION</b>				

**B. Name Printed in Diploma Need to be Corrected**

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit the following : <ul style="list-style-type: none"> <li>• Letter request for correction of name in diploma</li> <li>• Diploma with wrong name</li> </ul>	SRS Receiving Section: <ul style="list-style-type: none"> <li>• Ms. Tonilynn G. Del Rosario</li> <li>• Ms. Ma. Fe Carreon</li> </ul>	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	10 – 15 days	<ul style="list-style-type: none"> <li>• Notarized Affidavit for Correction</li> <li>• Original Copy of Diploma (to be surrendered)</li> <li>• Affidavit of Discrepancy</li> <li>• Affidavit of Two-Disinterested Persons</li> <li>• Legal documents in support for the correction</li> </ul>
2. Proceed to the following offices for the signing of General Clearance	Authorized Signing Officer  *Accounting Office  *Internal Audit  *Legal Office	<b>PUP Main Campus:</b> Ground Floor, South Wing,  Room 303, 3 <sup>rd</sup> Floor, South Wing  Room 301-302, 3 <sup>rd</sup> Floor, South Wing	30 minutes	<ul style="list-style-type: none"> <li>• Properly filled up General Clearance Form</li> </ul>
3. Pay the required fee – PHP 200.00	Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Official Receipt</li> </ul>
4. Present endorsement letter	ICT Programmer / Authorized Staff	<b>NALLRC</b> First Floor, ICT	15 minutes	<ul style="list-style-type: none"> <li>• Endorsement letter with</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
from the Chief, SRS for processing of the correction in S.I.S. database				<p>signature approval of the Chief, SRS</p> <ul style="list-style-type: none"> <li>• Official receipt of PHP150.00</li> </ul>
5. Submit signed form and official receipt	SRS Receiving Section	<b>PUP Main Building:</b> Ground Floor, West Wing	10 – 15 days upon submission of legal supporting documents	<ul style="list-style-type: none"> <li>• Diploma with wrong name</li> <li>• Affidavit for correction</li> </ul>
6. Claim requested document	SRS Releasing Section Releasing Officers: <ul style="list-style-type: none"> <li>• Ms. Mercedita R. Salvador</li> <li>• Mr. Noel Caratao</li> </ul>	<b>PUP Main Building:</b> Window 13, Ground Floor, South Wing	On the scheduled date of release	<ul style="list-style-type: none"> <li>• Claim stub</li> <li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li> <li>• Special Power of Attorney (SPA) notarized in the country/ place of residence of the requesting party with picture of representative (If to be claimed by a representative)</li> </ul>
<b>END OF TRANSACTION</b>				

**C. Name in Local Civil Registry (LCR) / National Statistics Office (NSO) Copy Need to be Corrected**

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit request letter for correction of name in LCR copy / NSO copy of Birth Certificate	SRS Receiving Section, Record: Analyst assigned in your college	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	5 days upon receipt of documents	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Correction of Name</li> <li>• NSO Original Copy of Cert. of Live Birth</li> <li>• CTC of Court Order if change is due to adoption or legitimization</li> <li>• Marriage Contract if change is due to marriage</li> <li>• Alien Certificate of Registration (for Foreign Students)</li> <li>• Joint Affidavit of two (2) disinterested persons</li> <li>• NSO Copy of Certificate of Live Birth with annotation for the correction</li> </ul>
2. Proceed to the ICT Staff to process correction in the S.I.S. database	ICT Center / ICT Staff	<b>NALLRC</b> First Floor, ICT	One (1) day	<ul style="list-style-type: none"> <li>• Signed endorsement form for correction</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. Submit to the Student Record Services the original copy of application form duly signed by the ICT Staff	SRS – Record Section  Student Record Analyst	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Same requirements in Step 1</li> </ul>
<b>END OF TRANSACTION</b>				

#### D. Replacement for Lost Diploma

##### HOW TO AVAIL THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Fill out application with General Clearance Form	SRS Receiving Section	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	10 minutes	<ul style="list-style-type: none"> <li>• Notarized Affidavit of Loss</li> <li>• Documentary stamp</li> <li>• General Clearance Form</li> </ul>
2. Proceed to the following offices for the signing of General Clearance	Authorized Signing Officer  *Accounting Office  *Internal Audit  *Legal Office	<b>PUP Main Campus:</b> Ground Floor, South Wing,  Room 303, 3 <sup>rd</sup> Floor, South Wing  Room 301-302, 3 <sup>rd</sup> Floor, South Wing	30 minutes	<ul style="list-style-type: none"> <li>• Filled out General Clearance Form</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. Pay the required fee – PHP 200.00	Cashier's Office, Cashier/Teller	<b>PUP Main Building:</b> Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Official Receipt PHP 200.00</li> </ul>
4. Submit signed form and Official receipt	SRS CUSTOMER Service Section Receiving Officer	<b>PUP Main Building:</b> Window 1, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• All supporting documents for the request</li> </ul>
5. Claim the document on the scheduled date indicated in the claim stub	SRS Releasing Section Releasing Officers <ul style="list-style-type: none"> <li>• Ms. Mercedita R. Salvador</li> <li>• Mr. Noel Caratao</li> </ul>	<b>PUP Main Building:</b> Window 13, Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Claim stub</li> <li>• Any two (2) valid ID Cards (SSS / GSIS / Driver's License / Employees ID)</li> <li>• Special Power of Attorney (SPA) notarized in the country/ place of residence requesting party with picture of the representative. (If to be claimed by a representative.)</li> </ul>
<b>END OF TRANSACTION</b>				
<b>NOTE:</b> <ul style="list-style-type: none"> <li>• The new name in the diploma shall be the official name listed in the database of the University.</li> <li>• Replacement of diploma will be signed by the current University President and University Registrar. The word "Replacement Diploma issued (date)" will appear under the university seal.</li> </ul>				

**HOW TO APPLY FOR GRADUATION**  
 Students registered thru Student Information System (S.I.S.)

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
<p>1. File Application.</p> <p>1.1 In the S.I.S. student module account, click grades then click curriculum / evaluation button. (If qualified to apply for graduation, the application for graduation button will appear at the upper right hand corner of the evaluation page)</p> <p>1.2 Fill-out the application form and then click submit button</p> <p>1.3 Click the application for graduation button to print the application Form (No application for graduation button shall appear if student is not qualified to apply for graduation)</p>	Student Module Account, PUP Website	PUP Website	5 - 10 minutes	<ul style="list-style-type: none"> <li>• Appearance of application for graduation button showing all academic requirements based on the curriculum have been passed</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
2. Pay application fee, present the copy of Application form for Graduation and properly filled out official receipt	Cashier's Office, Cashier/Collecting Officer	<b>PUP Main Building:</b> (S.I.S. Window) Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Properly filled out form and Official Receipt</li> </ul>
3. Submit application form for graduation and official receipt of payment	SRS Receiving Section, SRS Receiving Officers	<b>PUP Main Building:</b> Room 116 Ground Floor, West Wing	1 - 3 days	<ul style="list-style-type: none"> <li>• Properly filled out form and Official Receipt with machine validation</li> </ul>
4. Follow-up Application.  4.1 Log on to S.I.S. student module and click the application for graduation button to monitor the status of application  4.2 From time to time check student account to know if application has been approved or with problems  4.3 Check and follow the advisory/ messages given by the Records Analyst	Student Module Account  Student Module Account  Student Module Account	PUP Website  PUP Website ( <i>Evaluation page</i> )  PUP Website ( <i>Evaluation page</i> )	Within the Evaluation period for Graduation  Within the Evaluation period for Graduation  Within the Evaluation period for Graduation	<ul style="list-style-type: none"> <li>• All the subjects required in the curriculum passed (excluding currently enrolled subject/s)</li> <li>• As required by the Records Analyst</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
5. If approved, print the Certificate of Candidacy (COC) and computerized General Clearance Form		PUP Website	5-10 minutes	<ul style="list-style-type: none"> <li>• All subjects taken completed and passed</li> </ul>
6. Pay all graduation fees. <ul style="list-style-type: none"> <li>• <b>Graduation Fee</b> – PHP 600.00</li> <li>• <b>Transcript Fee, Non-Engineering</b> – PHP 350.00</li> <li>• <b>Transcript Fee, Engineering</b> – PHP 450.00</li> <li>• <b>Diploma Fee</b> – PHP 200.00</li> <li>• <b>Certification Fee</b> – PHP 150.00</li> <li>• <b>Memorabilia</b> – PHP 1,200.00</li> <li>• <b>Scan Picture</b> – PHP 60.00</li> <li>• <b>Alumni Fee</b> – PHP 500.00</li> </ul>	Cashier's Office, Cashier/Collecting Officer receives payment	Ground Floor, South Wing, <b>PUP Main Building:</b> (S.I.S. Window)  Tahanang Alumni	5-10 minutes	<ul style="list-style-type: none"> <li>• General Clearance Form</li> <li>• Certificate of Candidacy</li> </ul>
7. Secure Graduation Pass for Commencement Exercises.	Internal Audit In-charge Staff	<b>PUP Main Building:</b> Room 303, 3 <sup>rd</sup> Floor, South Wing	As scheduled	<ul style="list-style-type: none"> <li>• General Clearance</li> <li>• Certificate of Candidacy (COC)</li> <li>• Receipts of Payment</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
8. Attend Graduation Activities 8. 1Baccalaureate Mass 8. 2Rehearsal 8. 3Conferment of Degree (Compulsory: Art. 292, Chapter 60, University Code)	SRS Bulletin and thru PUP Websites	PUP Website		<ul style="list-style-type: none"> <li>• Property and money accountabilities clearance</li> </ul>
<b>END OF TRANSACTION</b>				
<b>NOTE:</b> Candidate shall not be considered "Graduate" when he/she fails to attend the conferment during the Graduation Exercises.				

**HOW TO APPLY FOR GRADUATION**  
 (NON-S.I.S.)

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure and fill-out Application Form for Final Evaluation	SRS Receiving Section, Receiving Officers: <ul style="list-style-type: none"> <li>• Mr. Antonio B. Boncodin</li> <li>• Mr. Garito E. Fabi</li> <li>• Ms. Fe Carreon</li> <li>• Mr. Eusebio B. Amigable</li> </ul>	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	5-10 minutes	<ul style="list-style-type: none"> <li>• Official Receipt (PHP 150.00)</li> </ul>
2. Check the status of the Application thru the Records Analysts / Poster:  If there are deficiencies, submit all the required documents needed for the approval of the application such as: Registration cards, ACE Form, Completion Form, Re-Admission Certificate, F-137A, NSO Birth Certificate etc.  Applicants without deficiency shall wait for the posting of their names in the tentative lists of Candidates for Graduation	Records Analysts in charge of Colleges:  <b>CAF</b> Ms. Evelyn Ursolino  <b>CBA / HRDM / BOA</b> Ms. Maricel Rubiano  <b>CBA / Marketing</b> Ms. Evelyn del Mundo  <b>COED</b> Ms. Gina Tavanlar  <b>Finance / ADPR</b> Ms. Edna Duno  <b>CSSD / CHK</b> Ms. Gemma Morga-  <b>COC / CAL</b> Ms. Susan Ruedas	<b>PUP Main Building:</b> South Wing, Ground Floor	Within the evaluation period for Graduation  Approx. 15 days after filing of Application	<ul style="list-style-type: none"> <li>• Claim stub</li> <li>• First Evaluation Result</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	<p><b><u>CCIS / COE / IE / BSRE</u></b> Mr. Peter John Galanido</p> <p><b><u>CS / CPAG</u></b> Ms. Grace Gentolizo</p> <p><b><u>CAF / CTHRM</u></b> Ms. Ma. Victoria Marinas</p> <p><b><u>ECE / EE / CE / ME</u></b> Ms. Rosa Sta. Maria</p>			
3. Secure General Clearance	SRS Receiving Section - Receiving Section Staff	<b>PUP Main Building:</b> Room 116, Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Approved Application for Graduation</li> </ul>
4. Proceed to the following offices for signing of General Clearance Form	Chief/Authorized Person		5 – 10 minutes	<ul style="list-style-type: none"> <li>• Filled-out General Clearance Form</li> <li>• Certificate of Candidacy</li> </ul>
	4.1 Library	<b>PUP Main Campus:</b> NALLRC, 3rd Floor		
	4.2 Book Bank	<b>PUP Main Campus:</b> NALLRC, 3rd Floor		
	4.3 Laboratory	<b>PUP Main Building:</b> Room 508, 5 <sup>th</sup> Floor, East Wing		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	4.4 ROTC	<b>PUP Main Building:</b> Room 117, Ground Floor, East Wing		
	4.5 CHK (P. E.)	<b>PUP Gymnasium</b> 2 <sup>nd</sup> Floor		
	4.6 Accounting Office	<b>PUP Main Building:</b> Room 105, Ground Floor, South Wing		
	4.7 Internal Audit	<b>PUP Main Building:</b> 301-302, 3 <sup>rd</sup> Floor, Room South Wing		
	4.8 Legal Office	<b>PUP Main Building:</b> 301-302, 3 <sup>rd</sup> Floor, Room South Wing		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
5. Pay all graduation fees. <ul style="list-style-type: none"> <li>• <b>Graduation Fee</b> – PHP 600.00</li> <li>• <b>Transcript Fee, Non-Engineering</b> – PHP 350.00</li> <li>• <b>Transcript Fee, Engineering</b> – PHP 450.00</li> <li>• <b>Diploma Fee</b> – PHP 200.00</li> <li>• <b>Certification Fee</b> – PHP 150.00</li> <li>• <b>Memorabilia 1</b> – PHP 200.00</li> <li>• <b>Scan Picture</b> – PHP 60.00</li> <li>• <b>Alumni Fee</b> – PHP 500.00</li> </ul>	Cashier's Office, Cashier/Collecting Officer	<b>PUP Main Building:</b> Ground Floor, South Wing  <b>PUP Main Campus:</b> Tahanang Alumni	5 – 10 minutes	<ul style="list-style-type: none"> <li>• General Clearance Form</li> <li>• Certificate of Candidacy</li> </ul>
6. Secure Graduation Pass for Commencement Exercises.	Internal Audit In-charge Staff	<b>PUP Main Building:</b> Room 303, 3 <sup>rd</sup> Floor South Wing	As scheduled	<ul style="list-style-type: none"> <li>• General Clearance</li> <li>• Certificate of Candidacy (COC)</li> <li>• Receipts of Payment</li> </ul>
7. Attend Graduation Activities 7.1 Baccalaureate Mass 7.2 Rehearsal 7.3 Conferment of Degree (Compulsory: Art. 292, Chapter 60, University Code)	Approved Candidate for Graduation	To be announced one month before graduation day	As scheduled	<ul style="list-style-type: none"> <li>• None</li> <li>• Graduation Ticket/Pass</li> </ul>
<b>END OF TRANSACTION</b>				
<b>NOTE:</b> Candidate shall not be considered "Graduate" when he/she fails to attend the conferment during the Graduation Exercises.				

**N. B.** If the application for graduation button does not appear in the curriculum evaluation page of the concerned student's S.I.S. account, at least one of the following conditions exists:

DEFICIENCIES/PROBLEMS	WHAT TO DO
1. Have a subject or back subject not currently enrolled	Enroll the back subject/s in the next semester and apply for graduation also in that semester
2. Have taken an equivalent subject but it is not yet credited in the S.I.S.	Present to the OUR-Student Records Services (Ground Floor, South Wing) staff the accreditation documents/approved letter for accreditation not later than January 31
3. Have an incomplete or missing grade in at least one of the subjects that you enrolled in the past semester/s	<p><b>For incomplete grade:</b></p> <ul style="list-style-type: none"> <li>- Accomplish 4 copies of completion forms</li> <li>- Pay PHP 30.00 completion fee to the PUP Cashier's Office</li> <li>- Submit the completion form and official receipt of payment to the OUR-SRS and to the ICT Center</li> </ul> <p><b>For missing grade:</b></p> <ul style="list-style-type: none"> <li>- Accomplish 4 copies of Late Reporting of Grade form (attach a photocopy of your professor's class record)</li> <li>- Submit the accomplished forms to the OUR and the ICT Center not later than January 31</li> </ul>
4. Currently enrolled in a subject with different subject code from what is required in the curriculum but is equivalent and may be credited	Submit a copy of an approved certification of equivalent subject signed by the concerned College Dean and Department Chairperson to the school credit evaluator at the Student Records Services

#### SCHEDULE OF FEES

PARTICULAR	AMOUNT (IN PESOS)
TRANSCRIPT OF RECORDS	
BACHELOR'S DEGREE	Non-Engineering 350.00
	Engineering 450.00
GRADUATE STUDIES	Graduate School 200.00 per page
	Open University 200.00 per page
	College of Law 200.00 per page
UNDERGRADUATE	100.00 per page
UNDERGRADUATE (BACHELOR)	Open University 200.00 per page
DIPLOMA	200.00
CERTIFICATION	All Types 150.00
	Certification of Enrolment 150.00
	Certification of Grades 150.00
	Certification of Graduation 150.00
	Certification of None Issuance of S.O. 150.00
	Certification of Medium of Instruction 150.00
	Certification of College General Weighted (GWA) 150.00

PARTICULAR	AMOUNT (IN PESOS)
CERTIFICATE OF TRANSFER CREDENTIAL	150.00
PARTICULAR	AMOUNT (IN PESOS)
CORRECTION OF INFORMATION/DATA IN S.I.S.	150.00
AUTHENTICATION	
CTC – TOR	150.00 per document
CTC – DIPLOMA	150.00 per document
DFA Authentication	920.00/set
CHED Authentication	470.00/set
OTHER FEES:	
Company Verification Fee	200.00/student/graduate
Graduation Fee	600.00
Alumni Fee	500.00
Memorabilia Fee	1,200.00

### SCHEDULE OF RELEASING PER REQUEST

Scholastic records/documents from 1988 and below will be processed manually. If requested for the first time, additional working days required to process the requested documents.

DOCUMENTS	WORKING DAYS		PROCESSING FEE (IN PESOS)	
	Regular Service	Fast Lane Service	Regular	Fast Lane Service
➤ Certification of Enrolment	Fifteen (15) working days upon submission/compliance of the documentary requirements	3 – 5 days depending on the status of record/s	150.00	450.00
➤ Certification of English as Medium of Instruction				
➤ Certification of None Issuance of S.O.				
➤ Certification of Graduation				
➤ Certification of General Weighted Average (G.W.A.)				
➤ Certification of Grades (for cross-enrollee)	Fifteen (15) working days (depends on the availability of grade sheets)	3 – 5 days	150.00	450.00
➤ DFA / CHED Authentication	Fifteen (15) to thirty (30) days with original documents	7 – 9 days	920.00	1,900.00
➤ Transcript of Records for graduates (Second Request)	Ten (10) to fifteen (15) Working days	7 – 9 days	150.00 per page	900.00
➤ Transcript of Records (2008-2013)	Fifteen (15) days	7 – 9 days	150.00 per page	900.00
➤ Transcript of Records for undergraduate (2002-2007)	Thirty (30) days maximum	10 days	150.00 per page	900.00

DOCUMENTS	WORKING DAYS		PROCESSING FEE (IN PESOS)
➤ Transcript of Records Undergraduate ( <b>2001 and below</b> )	Thirty (30) days	10 days	150.00 per page
<b>NOTE:</b>			
<ul style="list-style-type: none"> <li>- Additional five (5) working days for Students admitted from SY 2007 and below.</li> <li>- Additional five (5) working days for applicants without original copy of documents.</li> </ul>			

# OFFICE OF STUDENT SERVICES

The Office of Student Services (OSS) supervises and coordinates the different service offices/units under its scope, namely, the Scholarship and Financial Assistance Services (SFAS), the Guidance Counseling and Testing Services (GCTS), the Career Development and Placement Services (CDPS), and the Student Affairs Section (SAS).

The Office of Student Services (OSS) provides assistance and support programs that are concerned with non-academic experiences of students to facilitate holistic development.

## A. SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICE

### About the Service

The Scholarship and Financial Assistance Service is one of the administrative units under the Office of the Vice President for Student Services (OVPSS). The SFAS Citizen's Charter provides our clients with information on the different services, requirements, procedures, fees, and timelines with the objectives of improving service delivery and ensuring client satisfaction.

SFAS is committed to provide access to educational opportunities in terms of scholarship and financial assistance to students.

**Telephone Numbers:** (632) 335-1787 or (632) 335-1777 loc. 339

### Entrance Scholarship

#### Description of Service

Academic Scholarships available to Valedictorian, Salutatorian, and First Honorable Mention High School graduates.

Non-Academic Scholarships available to Campus Journalist, President of High School Supreme Student Council, Achiever/Awardee, Outstanding Artist, Outstanding Athlete.

**Psychological Examination Fee:** PHP 500.00

#### General Requirements (for All Scholarship Applicants):

1. Certification from the School Principal/Head (with dry seal)
2. Certification of Good Moral Character (with dry seal)
3. Certified True Copy of Birth Certificate authenticated by the National Statistics Office (NSO)
4. High School Card (Form 138)
5. Commencement Exercises Program with the List of Graduates
6. Income Tax Return of parent or guardian or Certification of Non- Payment of income tax from Barangay or Certificate of Indigency
7. 4 pieces of 2"x2" size photos with nameplate

#### Requirements for Academic Scholarship

1. Complete General Requirements

#### Requirements for Non-Academic Scholarship

- A. President of High School Supreme Student Council, Achiever / Awardee
  1. Complete General Requirements

**2. *For Achiever / Awardee.***

In addition to the General requirements, present proof of award/s won in citywide, provincial, regional, national or international co-curricular competition in an individual or team event.

**B. Campus Journalist/Outstanding Artist**

1. Complete General Requirements
2. Additional documents for the:

**2.1 *Outstanding Artists***

- a. Portfolio of commendable works and achievements in the field of Culture and the Arts in school, community and/or nationwide competitions particularly in dance, music, theatre, cultural promotion and management, and visual arts
- b. pertinent documents that can support the portfolio such as school certification (all original copies) to support the veracity of his/her works and achievements should be presented

**2.2 *Campus Journalists and Creative Media Artists***

- a. Possess skills in the following areas: news/feature writing, scriptwriting, layout, proofreading, graphic design, web design, photography, videography, photo/video editing, and directing
  - b. High school average of 82 and above in both English and Filipino
  - c. Must be an editorial board member of the school last attended
  - d. Original copy of certification from the School Paper Adviser
  - e. Portfolio of articles and/or photos published in the school Paper or in the regional/national publications
3. Must pass the interviews/screening audition/editorial examinations (whichever is applicable) set by the offices concerned: the University Center for Culture and the Arts (UCCA) for the Outstanding Artists and the Communication Management Office (CMO) for the Campus Journalists and Creative Media Artists.

**C. Outstanding Athlete**

1. Complete General Requirements
2. Additional Requirements:
  - a. Medical Certificate
  - b. School Athletic Certification
  - c. Portfolio of commendable achievements in the field of Sports particularly participation and/or awards in local, national or international competitions: sports competition, certificate of recognition/awards received in sports competition, documentation (pictures)
3. Must pass the interview/screening set by the Screening Committee

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Present the required documents to SFAS for initial interview, evaluation of documents, and issuance of Route and Approval Sheet	Prof. Marissa L. Mayrena	<b>PUP Main Campus:</b> Room 119, Ground Floor, West Wing	10 minutes	<ul style="list-style-type: none"> <li>• See General Requirements and Qualifications</li> </ul>
2. Proceed to respective Screening Committees	Prof. Marissa L. Mayrena for Academic Scholars  Prof. Jimmy Dollaga OIC-Director, Student Services for Achievers, Awardees, and Presidents of Supreme Student Government  Prof. Bely Ygot Director, UCCA for Outstanding Artists  Director Sports Development Office for Outstanding Athletes  Dr. Ruby Gapasin for Campus Journalists and Creative Media Artists	<b>PUP Main Campus:</b> Room 119, Ground Floor, West Wing  <b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)  <b>COC Compound</b> Tanghalang PUP  <b>PUP Main Campus:</b> PUP Gymnasium  2 <sup>nd</sup> Floor, North Wing, PUP Main Building	5 minutes  Please see OSS Citizen's Charter  Please see UCCA's Citizen's Charter  Please see Sports Development Office Citizen's Charter	<ul style="list-style-type: none"> <li>• See General Requirements and Qualifications;</li> <li>• Route and Approval Sheet</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. For entrance scholars who pass the screening, proceed to the payment of Psychological Examination Fee	PUP Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	Please see Cashier's Office Citizen's Charter	<ul style="list-style-type: none"> <li>• Properly filled-out receipt</li> </ul>
4. Take the Psychological Exam on the scheduled date and time of the examination	Prof. Barbara P. Camacho, Chief, Guidance, Counseling and Testing Center (GCTC)	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	Please see GCTC's Citizen's Charter	<ul style="list-style-type: none"> <li>• Test Permit</li> </ul>
5. After two days from the date of examination, check the result at the Scholarship and Financial Assistance Services (SFAS) office	Prof. Marissa L. Mayrena; Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 minute provided results were already turned over by GCTC	<ul style="list-style-type: none"> <li>• Route and Approval Sheet</li> </ul>
6. Report to the SFAS Office for final interview as instructed	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	10 minutes provided documents being submitted are complete and properly accomplished	<ul style="list-style-type: none"> <li>• Original and Photocopies of General Requirements</li> <li>• Route and Approval Sheet</li> <li>• Personal Data Sheet (original and photocopy)</li> <li>• 1 pc. 2"x2" photo</li> <li>• Psychological Examination result (original and photocopy)</li> <li>• Online application form (downloadable at the PUP website)</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Entrance Scholarship link) • Long brown envelope with name of the applicant written on the upper left corner
7. Proceed to the Student Services Director for the final recommendation.	Prof. Jimmy Dollaga	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	Please see OSS Citizen's Charter	• Route and Approval Sheet
8. Proceed to the Vice President for Student Services for approval of application	VPSS Dr. Herminia E. Manimtim	<b>PUP Main Building:</b> 2nd Floor, South Wing	10 seconds	• Route and Approval Sheet
9. Upon approval of the VPSS, photocopy the completed Route and Approval Sheet and surrender the copy to the SFAS Office for tagging	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	10 seconds	• Photocopy of completed Route and Approval Sheet
<b>Proceed to Admissions and Registration's Office (ARO) for Enrolment</b>				

**Resident Scholarship**  
(Academic)  
**Description of Service**

President's Lister/University Scholar for FULL tuition fee discount.  
Dean's Lister/College Scholar for PARTIAL tuition fee discount.

**Qualifications:**

**President's Lister/University Scholar**

- Weighted Average of at least 1.50

**Dean's Lister/College Scholar**

- Weighted average of at least 1.75

No grade lower than 2.50 in any subject, residency of at least one semester in the University, carries the normal load prescribed by the curricula, of good moral character, and has not been subjected to any disciplinary action by the University.

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF THE OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit to SFAS the accomplished forms (F3 & F4-2008, downloadable at the Scholarship link at the PUP Website) together with other required documents	Prof. Marissa L. Mayrena  Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	2 minutes provided submitted documents are complete	<ul style="list-style-type: none"><li>• Accomplished Scholarship Agreement Forms (F3 &amp; F4-2008)</li><li>• Original Registration Card from the previous semester</li><li>• Original copy of the current registration card</li><li>• Print screen copy of Grades (S.I.S. Account) reflecting the full name, course, teacher, and the General Weighted Average (G.W.A.)</li><li>• Original and photocopy of Identification card of the Parent/Guardian who signed the Agreement Form (F4-2008)</li></ul>
2. Proceed to SFAS Office	Prof. Marissa L. Mayrena,	<b>PUP Main Building:</b>	3 minutes	<ul style="list-style-type: none"><li>• Accomplished Scholarship</li></ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
and get the scholarship agreement and the registration card duly signed and stamped indicating that the applicant belongs to the President's or Dean's List	Ms. Arsenia D. Castro  Chief Lailanie G. Teves	Room 119, Ground Floor, West Wing		<p>Agreement Forms (F3 &amp; F4-2008)</p> <ul style="list-style-type: none"> <li>• Original Registration Card of the previous semester</li> <li>• Original copy of the current registration card</li> <li>• Screen copy of Grades (S.I.S. Account) reflecting the full name, course, teacher, and the General Point Average (GPA)</li> <li>• Original and photocopy of the ID card of the Parent/Guardian who signed the Agreement Form (F4-2008)</li> </ul>
3. Photocopy signed scholarship agreement form and current registration card and surrender these photocopies to SFAS for tagging of scholarship discount to the student's account.  <i>Note:</i> Availed discount is to be reflected in the next semester's assessment fees.	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 minute	<ul style="list-style-type: none"> <li>• Photocopy of the duly stamped and signed Scholarship Agreement Form and current semester's registration card</li> </ul>
<b>END OF TRANSACTION</b>				

**Resident Scholarship**  
(Non- Academic)

**Exclusively for:**

- PUP Student Council Officers
- PUP Publication Staff
- Cultural Group Members
- Athletes
- ROTC Officers

**Qualifications:**

- ROTC Officers, Artists, Athletes, and Campus Journalists should be duly recommended by the Heads of the respective offices assigned in monitoring their performance; with complete grades from the previous semester with General Weighted Average not lower than 2.5.
- PUP Student Council Officers should be duly certified that they are duly elected officers of the PUP Student Council; with complete grades from the previous semester with General Weighted Average not lower than 2.5.

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Download and accomplish the scholarship agreement forms (SFAS Form3 and F4- 2008)  2. Accomplish the forms with the signature of parent or guardian and submit them to SFAS together with the requirements	Scholarship and Financial Assistance (SFAS)  Prof. Marissa L. Mayrena  Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	2 minutes provided submitted documents are complete	<ul style="list-style-type: none"><li>• Scholarship Agreement Forms (F3 &amp; F4-2008) original and one photocopy.</li><li>• Original copy of the current registration card</li><li>• Screen copy of Grades (S.I.S. Account) reflecting the full name, course, teacher and the General Point Average (G.W.A.)</li><li>• Identification card of the Parent/Guardian who signed the Agreement</li></ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				<p>Form (F4-2008)</p> <ul style="list-style-type: none"> <li>• For ROTC Officers, Artists, Athletes, and Campus Journalists: <b>recommendation from the Heads of the Offices</b> assigned to monitor their performance</li> <li>• For PUP Student Council: certification that the student is a duly elected officer of the PUP Student Council</li> </ul>
3. Secure from the SFAS the scholarship agreement forms and the current registration card duly stamped by the Office and signed by the SFAS Chief indicative that the applicant is qualified to avail of the financial aid grant	Prof. Marissa L. Mayrena,  Ms. Arsenia D. Castro  Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	3 minutes provided SFAS Chief is available to sign the stamped agreement form and current registration card at the time of application.	<ul style="list-style-type: none"> <li>• Scholarship Agreement Forms (F3 &amp; F4-2008) original and one photocopy.</li> <li>• Original copy of the current registration card</li> <li>• Screen copy of Grades (S.I.S. Account) reflecting the full name, course, teacher and the General Point Average (G.W.A.)</li> <li>• Identification card of the</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				<p>Parent/Guardian who signed the Agreement Form (F4-2008)</p> <ul style="list-style-type: none"> <li>• For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance.</li> <li>• <b>For PUP Student Council:</b> Certification that the student is a duly elected officer of the PUP Student Council.</li> </ul>
3. Have the stamped and signed scholarship agreement form and current registration form photocopied and surrender a photocopy of each form to the SFAS staff for it to tag the student's account for scholarship discount (Note: Availed discount is to be reflected in the next semester's assessment fees)	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 minute	<ul style="list-style-type: none"> <li>• Photocopy of the signed scholarship agreement and current registration form</li> </ul>
<b>END OF TRANSACTION</b>				

**Financial Aid**  
Work-Study-Plan or Student Assistantship (S.A)

**Description of the Service:**

This is offered by the University as a term of employment of not more than 24 hours a week or 100 hours a month at a compensation rate of PHP25.00 / hour. The term of employment is subject to renewal every semester.

**Qualifications:**

A bonafide student of the University who has had at least two semesters or one year of residency in the University; duly recommended by the Office in need of S.A., with complete grades from the previous semester with general weighted average of at least 2.50 and no grade of 3.0 in any subject.

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Present letter of recommendation from the office in need of S.A., together with other required documents	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 minute	<ul style="list-style-type: none"><li>• Grades (S.I.S.)</li><li>• Photocopy of current registration card</li><li>• Recommendation letter</li></ul>
2. Check if the SFAS staff's evaluation of the grades results to the approval of the request	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	10 seconds	<ul style="list-style-type: none"><li>• Print Screen of Grades (S.I.S.)</li><li>• Photocopy of current registration card</li><li>• Recommendation letter</li></ul>
3. Fill out the personal information form from SFAS for endorsement to the Guidance Office	Ms. Arsenia D. Castro	<b>PUP Main Campus:</b> Room 119, Ground Floor, West Wing	3 minutes provided filling out of the form shall be accomplished at once by the applicant	<ul style="list-style-type: none"><li>• SFAS Form Personal Information Form</li></ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Proceed to the Guidance, Counseling and Testing Center for the psychological test	Guidance, Counseling and Testing Center	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	Please see GCTC Citizen's Charter	<ul style="list-style-type: none"> <li>• SFAS Personal Information Form</li> </ul>
5. Check Test Result evaluation from SFAS	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	10 seconds	<ul style="list-style-type: none"> <li>• Psychological Test Result</li> </ul>
6. Report to the Chief of SFAS for the final interview if the Psychological Test is passed	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Psychological Test Result</li> </ul>
7. If qualified, fill out the Personal Data Sheet	Prof. Marissa L. Mayrena  Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	5 minutes provided filling out of the form shall be accomplished at once by the applicant	<ul style="list-style-type: none"> <li>• Personal Data Sheet</li> </ul>
8. Wait for SFAS' endorsement of the Special Order to the University President	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 day	
9. Wait for the approval of the Special Order	Office of the President	<b>PUP Main Building:</b>	Please see OP's Citizen's Charter	

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
		2 <sup>nd</sup> Floor South Wing		
10. Upon receipt of Special Order, assume duty at the designated office	Designated Office			
<b>END OF TRANSACTION</b>				

**Note: Opening of Landbank Account**

1. Present the Special Order (S.O.) to the Cashier and secure an endorsement letter to be able to open a Savings Account at Landbank, G. Araneta Avenue branch.
2. Bring the S.O. and the Recommendation Letter to the Landbank branch.

## **Special Scholarship Grants**

### **Description of the Service:**

Special grant or scholarship is awarded by external entities to financially-disadvantaged but deserving bonafide students of PUP.

### **Qualifications:**

- Bonafide student of PUP (course and year level varies in accordance with Grantor's preference)
- Of good moral character
- Of good academic standing (no failed, incomplete, withdrawn, dropped or 3.0 mark, G.W.A. depends on the requirement of the Grantor)

### **HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit documents required by Grantor to SFAS for evaluation and interview	Chief Lailanie G. Teves  Prof. Marissa L. Mayrena	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	30 minutes	<ul style="list-style-type: none"><li>• Required documents as listed in the SFAS Bulletin Board or at the Scholarship Link at the PUP Website</li></ul>
2. If Grantor requests a Psychological Exam, proceed to the Guidance Office for the Exam, if not proceed to step No. 3	GCTO Staff	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	1 – 2 hours	<ul style="list-style-type: none"><li>• Information Form from SFAS</li></ul>
3. If qualified, wait for SFAS recommendation to the Grantor	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 day	<ul style="list-style-type: none"><li>• Documents required by the Grantor</li></ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Wait for the issuance of the stamped scholarship agreement form and the current registration card	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Endorsement letter by SFAS</li> <li>• SFAS Personal Data Sheet</li> <li>• Scholarship Agreement Forms (F3, F4)</li> <li>• Parent/Guardian's ID Card</li> </ul>
5. Submit the ATM account number and the Official Receipt of the fees paid to SFAS for the release of stipend	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• LandBank Receipt</li> <li>• PUP Official Receipt</li> </ul>
6. Wait for the SFAS Chief's request for release of stipend and the tuition fee refund (in instances when applicant was already enrolled when the grant was given to PUP) from the Vice President for the Finance and the approval of the release be credited in the grantee's personal account	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	1 day	<ul style="list-style-type: none"> <li>• Endorsement Letter from SFAS</li> </ul>
7. Monitor ATM account to check if stipend has been credited			Please see OVPF's Citizen's Charter	<ul style="list-style-type: none"> <li>• Grantee's ATM</li> </ul>
<b>END OF TRANSACTION</b>				

## How to Sponsor a Scholarship Program

**Requirements:**

- Letter of Intent
- Proposed Memorandum of Agreement (MOA)

**Fees:****Administrative Fee per scholar/semester:**

Government Institution	-	PHP 500.00
Private Individual/ Institution	-	PHP1,000.00 *per scholar/ semester

**PROCESSING****TIME:** 1 – 2 months

### STEPS IN SPONSORING A SCHOLARSHIP PROGRAM

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED
1. Submit a Letter of Intent to SFAS Chief	Benefactor/ Grantor	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"><li>• Letter of Intent</li></ul>
2. Set a meeting with the possible donor/ benefactor.	Prof. Marissa L. Mayrena, Benefactor Coordinator	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	
3. Prepare and submit a draft MOA to SFAS	Benefactor/ Grantor	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"><li>• Draft MOA</li></ul>
4. Pre-evaluate and submit MOA to Legal Office	Prof. Lailanie G. Teves, SFAS Chief	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"><li>• Draft MOA</li></ul>
5. Wait for the result of the Legal Office evaluation of the MOA	Atty. Merito Lovensky Fernandez, Chief Legal Counsel	<b>PUP Main Building:</b> PUP Legal Office, 3 <sup>rd</sup> Floor, South Wing	<ul style="list-style-type: none"><li>• Draft MOA</li></ul>
6. Wait for SFAS to return the approved or disapproved MOA	Prof. Marissa L. Mayrena, Benefactor Coordinator	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"><li>• Received Draft MOA</li></ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED
7. Attend the meeting to be scheduled for MOA Signing  <i>(Note: If disapproved, go back to Step)</i>	Prof. Marissa L. Mayrena, Benefactor Coordinator  Prof. Lailanie G. Teves, SFAS Chief	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> <li>Final copy of approved MOA</li> </ul>
8. Notarize the signed MOA and provide PUP with the original and three (3) notarized copies	Benefactor/ Grantor	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> <li>Final copy of approved MOA</li> </ul>
9. Submit an original notarized MOA to OP and duplicate copy to VPSS and Accounting Office	Scholarship and Financial Assistance (SFAS)	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	<ul style="list-style-type: none"> <li>Final copy of approved MOA</li> </ul>
<b>END OF TRANSACTION</b>			

## B. GUIDANCE, COUNSELING AND TESTING SERVICES

### ABOUT THE SERVICE

The Guidance, Counseling and Testing Services provides counseling services to assist students make a realistic appraisal of their interests, abilities and aptitudes; administers psychological testing and educational testing for admission, selection and placement of students; provides information and orientation services to acquaint students with their new school environment, the school and the demands of college life. The GCTS gathers information through individual inventory; conducts research and evaluation to assist the administration, faculty members and guidance counselors in understanding and meeting student needs; and provides referral and follow-up services for cases beyond the expertise of the in-house guidance counselors.

**Telephone numbers:** (632) 335-1787 or (632) 335-1777 loc. 384

## **Types of Services**

### **1. COUNSELING**

#### **Description of the Service**

This is the heart of the Guidance Program. It is a goal-oriented process between a professionally trained, competent counselor and an individual seeking help for the purpose of clarifying facts and issues to increase the individual's capacity to adjust satisfactorily to situations confronting him/her.

#### **Fees: (Waived)**

#### **HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. For walk-in clients, visit the GCTS and proceed to the available Guidance Counselor  If referred client/student, present to the Guidance Counselor the Call Slip where the date and time of the session are indicated	Registered Guidance Counselors:  Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos  Dalisay O. Balagbagan  Jasmin A. Bascos  Available Registered Guidance Counselors / Psychologist/s	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)  <b>PUP College of Engineering &amp; Architecture</b> Room: 320 <b>PUP Institute of Technology</b> Room 102 <b>PUP College of Mass Communication Building</b>  Graduate School Hasmin Building	20 minutes or more depending on the needs/problems of the counselee  3 minutes	<ul style="list-style-type: none"> <li>• ID or RC or Alumni ID</li> <li>• Additional Requirement: Call Slip</li> <li>• Letter of excuse noted by guardian, supported by ID to validate the signature</li> <li>• Or Medical Certificate if 3 or more days absent and the likes</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	Barbara P. Camaho Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	<b>PUPLHS &amp; Colleges</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)  <b>PUP College of Engineering &amp; Architecture</b> Room: 320  <b>PUP Institute of Technology</b> Room 102  <b>PUP College of Mass</b> Communication Building  <b>Graduate School</b> Hasmin Building		

## II. TESTING

### Description of the Service

This utilizes previously prepared/standardized mental ability, aptitude, personality, interest, adjustment, and other tests to, among others, evaluate the applicants for employment, scholarship, entrance tests, re-admission, transferee, dorm, shifter, and student assistantship.

### Schedule of Payment: (Subject to Change)

PURPOSE	PROCESSING FEE (IN PESOS)	REMARKS
<b>For employment:</b> • Faculty Applicant • Administrative Applicant	1,500.00 1,000.00	Payment of students who are currently enrolled will be charged to Guidance Fee: (Miscellaneous) except for Dorm
<b>Entrance Tests:</b> • College & ITech • Laboratory High School • College of Law • Open University • Post Baccalaureate OU & COED	550.00 100.00 500.00 500.00 500.00	<b>Applicant such as:</b> - Applicants for Scholarship and Grant - Student Assistantships - Shifters - Self-Assessment
<b>Waiver</b>	750.00	

PURPOSE	PROCESSING FEE (IN PESOS)	REMARKS
<b>Students:</b>		
Entrance Scholarship	500.00	
Transferee	750.00	
Re-admission	750.00	
Dorm	50.00	

**Testing Schedule – 8:00 A. M (Monday to Friday)**  
Please Return on your Scheduled Date of Exam on Time

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit the Required documents	Registered Guidance Counselors/ Psychologists  Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	<b>PUP Main Campus:</b> Testing Room PUP-GCTS Room 205 2 <sup>nd</sup> Floor Charlie del Rosario Hall	For Tests Scheduling 1 – 2 minutes	• Endorsement Letter, Personal Data Sheet and Receipt
a. Teaching Position b. Administrative Position			Psychological Test Proper 2 – 3 hours	
b. PUP College Entrance Test (PUPCET) c. LHS Entrance (PUPLHSE E) Special)	Rose Helen T. Merza  Jasmin A Bascos		Test Proper 1 hour and 30 minutes	• E-Permit
d. College of Law	Registered Guidance Counselor/Psychologist:  Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	<b>PUP Main Campus:</b> Testing Room PUP-GCTS Room 205 2 <sup>nd</sup> Floor Charlie del Rosario Hall	Psychological Test Proper 35 minutes	• Endorsement Letter from the College of Law
e. Open University	Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	<b>PUP Main Campus:</b> Testing Room PUP-GCTS Room 205 2 <sup>nd</sup> Floor Charlie del Rosario Hall	Psychological Test Proper 2-3 hours	• E-Permit
f. Post Baccalaureate				

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
g. Waiver				<ul style="list-style-type: none"> <li>• E-Permit or Endorsement from the Office of the President</li> </ul>
h. Entrance Scholarship Artist, Artist, Student Leaders etc. i. Applicant for scholarship and Grant				<ul style="list-style-type: none"> <li>• Endorsement from the Scholarship Office</li> <li>• Accomplished GCTS Individual Inventory Record Form</li> </ul>
j. Transferee k. Re-admission				<ul style="list-style-type: none"> <li>• Endorsement from the Admission Chief</li> <li>• Accomplished GCTS Individual Inventory Record Form</li> </ul>
l. Dorm				<ul style="list-style-type: none"> <li>• Official Receipt</li> <li>• Accomplished GCTS Individual Inventory Record Form</li> </ul>
m. Shifter				<ul style="list-style-type: none"> <li>• Endorsement from the College Chairperson</li> <li>• Accomplished GCTS Individual Inventory Record Form</li> </ul>
n. Extension: DOST	Registered Guidance Counselors / Psychologists	<b>PUP Main Campus:</b> Testing Room PUP-GCTS	Depending on the time limit of the test/s to be administered	<ul style="list-style-type: none"> <li>• Endorsement Letter from DOST Agency HR Office</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
o. Self-Assessment	Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	Room 205 2 <sup>nd</sup> Floor Charlie del Rosario Hall		• Accomplished Individual Inventory Record and; for (p.) with Referral Letter
p. Other testing: as requested by the Dean, Chairperson, Faculty Member or etc.				
2. Take the test on the scheduled date and time.	Guidance, Counseling and Testing Services Office Authorized Staff	<b>PUP Main Campus:</b> Testing Room PUP-GCTS Room 205 2 <sup>nd</sup> Floor Charlie del Rosario Hall	Depending on the time limit of the test/s to be administered	

TYPE OF TEST	TEST RESULTS WILL BE FORWARDED TO THE REQUESTING OFFICE
For Employment (Faculty & Admin)	Human Resource Management Office
For PUPLHS Entrance Exam	PUPLHS Registrar's Office
For PUPCET/Waiver Transferee, Re-admission and COED Post Baccalaureate	Admission Office
For Entrance Scholarship and Scholarship and Grants	Scholarship Office
For Open University Entrance Exam	OU Registrar
For College of Law	College of Law Dean
For Dorm Applicant/Self-Assessment	Test Taker
For Shifter	College Dean or Chairperson
For DOST Applicant	DOST Liaison Officer
For requested/referral client	Test Taker or the requesting party

## **C. CAREER DEVELOPMENT AND PLACEMENT SERVICES (CDPS)**

### **About the Service**

The Career Development and Placement Services (CDPS) is one of the offices under the Office of the Vice President for Student Services (OVPSS). CDPS is the career network of successful PUP alumni and partner companies and institutions. The office mandate of providing career-related services to PUP students and alumni is achieved through the various career opportunities offered by partners.

The CDPS focuses on the thrusts of quality and accessibility of services, linkages, research, and income generating projects in the provision of career development and placement services.

The CDPS supports human development and molds competitive, confident, and morally-driven individuals. It is the arm of the university in providing PUPians with local and foreign career opportunities where they can apply their knowledge competencies.

The CDPS Citizen's Charter provides its clients with complete information on the requirements pertaining to the procedures, timelines and fees of career related services in line with the objectives of improving service delivery and ensuring client satisfaction.

**Telephone numbers:** (632) 335-1787 or (632) 335-1777 loc. 384

### **TYPES OF SERVICES**

#### **a. Services Offered to Institutions/Partners**

1. Job Posting
2. Directory of Graduates
3. Job Fair
4. Partnership
5. The LMI Corner
6. Other Services

#### **Flow of Services**

**Company / Institutions / Partners CDPS**

#### **b. General Requirements**

1. Letter of Intent addressed to:  
**Engr. FLORINDA H. OQUINDO**  
*Chief, Career Development and Placement Services (CDPS)*
2. Company/Institution Profile
3. SEC Registration or DTI Permit or other applicable permit / registration
4. Certificate of Corporate Filing/Information on status (Securities and Exchange Commission (SEC) or Certificate of Good Standing for Cooperatives (CDA)

#### **Additional Requirements for Local Manpower Agency only:**

1. License for Private Recruitment and Placement Agency (DOLE)
2. Authority to Recruit (DOLE)
3. Certificate of Registration (DOLE / BIR / Philhealth)
4. Clearance Certificate (DOLE)
5. Certificate of Membership (SSS)
6. Special Recruitment Activity Permit (DOLE) – for agency joining the Job Fair

***Note: All documents must be submitted in soft and hard copies.***

**c. Services**

**a. Job Posting**

The Career Development and Placement Services (CDPS) consistently receives requests to post job openings from potential employers. Full-time, part-time, summer employment–internship opportunities are available at the CDPO and positions are posted strategically in the University.

**1. Fees**

- ✓ Traditional (Bulletin Boards) – P200.00 for one (1) month
- ✓ Online Job Posting (PUP Website) – Minimum of P500.00 for every two (2) positions

**2. Additional Requirements**

- ✓ Manual – Poster Ads (10 copies bond paper size – 8 ½" x 11")
- ✓ Online – Soft Copy of Poster or Ads (in JPEG format)
- ✓ Photocopies of Original Receipt (2 copies)

**HOW TO AVAIL OF THE SERVICE**

**Traditional Posting**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents for accreditation online and secure payment request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"><li>• Letter of intent with accreditation requirements (SEC/DTI/CDA registration)</li><li>• Certification from registering agency</li><li>• Company profile</li></ul>
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"><li>• Payment request form</li><li>• Procedures form for payment</li></ul>
3. Proceed to the Accounting Office and secure Order	Accounting Office Staff	<b>PUP Main Building:</b>	5 minutes	<ul style="list-style-type: none"><li>• Order of payment form from the CDPS</li></ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
of Payment form addressed to the Cashier's Office		Ground Floor, South Wing		addressed to the Accounting Office
4. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR)	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 Minutes	<ul style="list-style-type: none"> <li>Order of payment form addressed to the Cashier's Office</li> </ul>
5. Proceed to the CDPS Office and submit the OR	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>Two (2) photocopies of the OR to CDPS</li> <li>Documents/ materials needed (Job Posting, Job Fair, etc.)</li> <li>List of Graduates</li> </ul>
6. Wait for the posting of the advertisement on the bulletin boards	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	<ul style="list-style-type: none"> <li>Advertisement to be posted on the bulletin board (1 month duration)</li> </ul>
<b>END OF TRANSACTION</b>				

**Location of the different offices:**

<b>RGO</b>	East Wing, Second Floor, PUP Main Campus, Sta. Mesa, Manila
<b>Accounting Office</b>	South Wing, Ground Floor, PUP Main Campus, Sta. Mesa, Manila
<b>Cashier's Office</b>	South Wing, Ground Floor, PUP Main Campus, Sta. Mesa, Manila

**Online Posting**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents for accreditation online and secure payment request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Letter of intent with accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Payment request form</li> <li>• Procedures for payment</li> </ul>
3. Proceed to the Accounting Office and secure order of payment addressed to the Cashier's Office	Accounting Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form from the CDPS addressed to the Accounting Office</li> </ul>
4. Proceed to the Cashier's Office, pay required fees and secure an Official Receipt (OR)	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment addressed to the Cashier's Office</li> </ul>
5. Proceed to the CDPS Office and submit photocopies of the OR	CDPS Staff Myla D. Salcedo	<b>PUP Main Campus:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>• Two (2) photocopies of the OR to CDPS</li> <li>• Documents/ materials for job posting and job fair, and others</li> <li>• List of graduates</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
6. Wait for the posting of the advertisement on the bulletin boards and online resource	CDPS Staff Myla D. Salcedo	<b>PUP Main Campus:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	• Advertisement to be posted online. (1 month duration)
<b>END OF TRANSACTION</b>				

### b. Directory of Graduates

The directory of graduates consists of the recently graduated students of the University. It contains alphabetically arranged degree programs with its graduates' names, addresses and contact numbers.

#### 1. Fees

#### DIRECTORY OF GRADUATES

COLLEGE / PROGRAM	Selling Price (In Pesos)
College of Accountancy and Finance (CAF)	P 1,000.00
College of Architecture and Fine Arts (CAFA)	500.00
College of Arts and Letters (CAL)	500.00
College of Business Administration (CBA)	1,000.00
College of Communication (CoC)	500.00
College of Computer and Information Sciences (CCIS)	500.00
College of Political Science and Public Administration (CPSPA)	500.00
College of Engineering (CE)	1,000.00
College of Education (CoED)	500.00
College of Tourism, Hospitality and Transportation Management (CTHTM)	500.00
College of Social Sciences and Development (CSSD)	500.00
College of Science (CS)	500.00
<b>TOTAL</b>	<b>P 7,500.00</b>

**Note: Fee is subject to change without prior notice.**

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents for accreditation online and secure payment request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Letter of intent with accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Payment request form</li> <li>• Procedures for payment</li> </ul>
3. Proceed to the Accounting Office and secure order of payment from the Accounting Office addressed to the Cashier's Office	Accounting Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form from the CDPSO addressed to the Accounting Office</li> </ul>
4. Proceed to the Cashier's Office, pay the fees and secure an Official Receipt (OR).	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form from the Accounting Office addressed to the Cashier's Office</li> </ul>
5. Proceed to CDPS Office, submit two (2) photocopies of the OR and secure a CD copy of the directory of graduates	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>• Two (2) photocopies of the OR</li> <li>• Documents for Job Posting, Job Fair etc.</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				<ul style="list-style-type: none"> <li>• List of Graduates.</li> <li>• CD copy of the directory of graduates</li> </ul>
<b>END OF TRANSACTION</b>				

### c. Job Fair

This is an event designed for potential employers and PUP students and alumni to convene and determine possible career opportunities that could help both parties prosper professionally.

#### 1. Fees

No. of Booth (s)	No. of Days / Representatives	Location Options	Amount
A. One (1) Booth	3 days / 2 representatives	• One (1) 2m x 2m booth in any of the four locations.	PHP 9,000.00
B. Two (2) Booths	3 days / 3 representatives	• One (1) 2m x 4m booth in any of the four locations; or • Two (2) separate 2m x 2m booths to be placed in any two chosen locations	PHP 15,000.00

**Note:** Participants who will pay a week before is entitled to a 10% discount. Fee is subject to change without prior notice.

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents upon receipt of job fair invitation.	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Registration form filled out through fax, email, or personal</li> <li>• Accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
2. Secure Payment Request Form and Procedures for Payment	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Payment request form</li> <li>• Procedures for payment</li> </ul>
3. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment from the CDPSO addressed to the Accounting Office</li> </ul>
4. Proceed to the Accounting Office	Accounting Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment from the Accounting Office addressed to the Cashier's Office</li> </ul>
5. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR)	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Payment of fees</li> <li>• Official Receipt (OR)</li> </ul>
6. Proceed to the CDPS Office and submit photocopies of the OR	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>• Two (2) photocopies of the OR</li> </ul>
7. Participate in the Job Fair	CDPS Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	8 – 16 hours	<ul style="list-style-type: none"> <li>• Attendance in job fair</li> </ul>
<b>END OF TRANSACTION</b>				

#### d. Partnership

A Memorandum of Agreement (MOA) is signed between PUP and the concerned company-institutions renewable annually. The MOA stipulates the responsibilities of PUP and the company-/institution-partner. Partners are given preferential treatment on the services provided by CDPS.

##### 1. Fee/s waived

- ✓ Donation to the University

##### 2. Additional Requirements

- ✓ Draft of Memorandum of Agreement

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Letter of intent</li> <li>• Draft of Memorandum of Agreement (MOA)</li> <li>• Accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>
2. Follow up the MOA reviewed by the PUP Legal Office and secure a copy for comments (via email or fax)	CDPS Staff / PUP Legal Office	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	1 week	<ul style="list-style-type: none"> <li>• Draft of the MOA submitted to and reviewed by the PUP Legal Office</li> </ul>
3. Submit the final draft of MOA	CDPS Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	1 week	<ul style="list-style-type: none"> <li>• Final draft of MOA (via email or fax)</li> </ul>
4. Coordinate with the CDPS for	CDPS Staff	<b>PUP Main Building:</b>	1 week	Schedule of the MOA signing: <ul style="list-style-type: none"> <li>• Target date</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
the schedule of the MOA signing		CDPS S314, 3 <sup>rd</sup> Floor, South Wing		• Target venue
5. Report to the venue of the MOA signing and fellowship	CDPS Officials / Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	3 hours	• Memorandum of Agreement
<b>END OF TRANSACTION</b>				

#### e. The LMI Corner

The Labor Market Information Corner contains advocacy materials from the Department of Labor and Employment (DOLE), the Department of Education (DepED), the Technical Education and Skills Department (TESDA), the Professional Regulatory Commission (PRC) and the Department of Science and Technology. Regular and special publications of the DOLE regarding in-demand and hard-to-fill occupations and industries, career guidance materials, scholarship grants, higher education priority courses are also available for students to peruse. The LMI's objective is to inform students about the government assistance they can access and accordingly guide them in deciding what career path to take once they join the labor force.

#### f. Other Services

##### Fees

- Rate of Venue requested
- Food for participants

#### 1. Mock Recruitment

This is an actual recruitment process of the company. The student-applicant goes through the actual application process administered by the company representatives. The process includes the filling-out of application forms, preliminary and final interviews, and examinations. Student-applicants who fail a particular step in the process will be informed through a formal communication and will not be allowed to continue with the succeeding steps of the job application process. This shall give student-applicants a firsthand experience of job application.

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents through e-mail or personally hand it to the office staff.  Companies with complete documents/requirements may already submit company request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Campus:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes  10 minutes	<ul style="list-style-type: none"> <li>• Letter of intent</li> <li>• Draft of Memorandum of Agreement (MOA)</li> <li>• Accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul> <p>For companies with complete documents/requirements, submit the following:</p> <ul style="list-style-type: none"> <li>• Company activity request form via email, fax or handed personally</li> </ul>
2. Proceed to the Resource Generation Office for the Order of Payment for the venue fee	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment addressed to the Accounting Office for the venue fee</li> </ul>
3. Proceed to the Accounting Office and secure Order of Payment addressed to the Cashier's Office	Accounting Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment addressed to the Cashier's Office</li> </ul>
4. Proceed to the Cashier's Office.	Cashier's Office Staff	<b>PUP Main Building:</b>	5 minutes	<ul style="list-style-type: none"> <li>• Payment of fees</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
		Ground Floor, South Wing		<ul style="list-style-type: none"> <li>Secure an Official Receipt (OR)</li> </ul>
5. Proceed to CDPS Office and submit photocopies of the OR.	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>Two (2) photocopies of the OR</li> </ul>
6. Conduct Mock Recruitment.	CDPS Officials/ Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	4 – 8 hours	<ul style="list-style-type: none"> <li>Company documents for mock recruitment.</li> </ul>
<b>END OF TRANSACTION</b>				

## 2. Career Talk/Seminar

This is a talk provided by successful PUP alumni to the students. The Alumni share their experiences to inspire the presently enrolled students to pursue their respective fields of specialization. The event is conducted in partnership with one college in the University.

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents through email, fax or hand it personally	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>Letter of intent</li> <li>Draft of Memorandum of Agreement (MOA)</li> <li>Accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>
	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b>	5 minutes	<ul style="list-style-type: none"> <li>Company activity request</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
2. Submit company activity request Form		CDPS S314, 3 <sup>rd</sup> Floor, South Wing		form via email, fax or handed personally
3. Proceed to the Resource Generation Office for the Order of Payment for the venue fee	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form addressed to the Accounting Office for the venue fee</li> </ul>
4. Proceed to Accounting Office and secure order of payment form addressed to the Cashier's Office	Accounting Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form addressed to the Accounting Office</li> </ul>
5. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR)	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment form addressed to the Cashier's Office</li> </ul>
6. Proceed to CDPS Office and submit photocopies of the OR.	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	<ul style="list-style-type: none"> <li>• Two (2) photocopies of the OR</li> </ul>
7. Conduct Career Talk/ Seminar	CDPS Officials/ Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	8 - 16 hours	<ul style="list-style-type: none"> <li>• Three (3) photocopies of OR</li> <li>• Company documents for career talk/seminar</li> </ul>
<b>END OF TRANSACTION</b>				

### 3. Pre-Employment Orientation Seminar

This seminar is designed for the graduating students who will soon be applying for a job. Resource persons are practitioners from leading companies in the country. Topics discussed at the seminar are résumé writing, personality development, job interviews, and work ethics which will guide the future job applicants in their career quest.

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Letter of intent</li> <li>• Draft of Memorandum of</li> <li>• Agreement</li> <li>• (MOA)</li> <li>• Accreditation requirements (SEC/DTI/CDA registration, Certification from registering agency, Company profile)</li> </ul>
2. Submit company activity request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• For companies with complete documents/ requirements:</li> <li>• Company activity request form</li> </ul>
3. Proceed to Resource Generation Office and secure Order of Payment form addressed to the Accounting Office for the venue fee	RGO Staff	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, Resource Generation Office (RGO), Dome	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment addressed to the Accounting Office for the venue fee</li> </ul>
4. Proceed to the Accounting Office and secure order	Accounting Office Staff	<b>PUP Main Building:</b>	5 minutes	<ul style="list-style-type: none"> <li>• Order of payment addressed to</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
of payment form addressed to the Cashier's Office		Ground Floor, South Wing		the Cashier's Office
5. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR).	Cashier's Office Staff	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	• Official Receipt (OR)
6. Proceed to CDPS Office and submit photocopies of the OR.	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	2 minutes	• Two (2) photocopies of the OR
7. Conduct pre-employment orientation / seminar	CDPS Officials/ Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	3 – 8 hours	• Company documents for pre-employment orientation / seminar
<b>END OF TRANSACTION</b>				

## I. Services to Students and Alumni

### Flow of Services to Students/Alumni

1. Referral/ Recommendation Letter
2. Career Guidance/ Pre – Employment Seminar
3. Career Talk/ Seminar
4. Job Announcement

#### A. General Requirements

1. Letter of Intent addressed to:

**Engr. FLORINDA H. OQUINDO**

*Chief, Career Development and Placement Services (CDPS)*

2. Registration Card (for Students)
3. Accomplished CDPS forms (Personal Data Sheet or PDS and Student request form)

#### B. Services

##### 1. REFERRAL/RECOMMENDATION LETTER

This is a letter recommending a PUP student or alumnus upon request.

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Letter of intent with documentary requirement:</li> <li>• <b>For students:</b> Registration card</li> <li>• <b>For alumni:</b> Alumni ID</li> </ul>
2. Fill out student/alumni request Form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	<ul style="list-style-type: none"> <li>• Student/alumni request form</li> </ul>
3. Request for a recommendation letter	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Recommendation letter</li> </ul>
<b>END OF TRANSACTION</b>				

## 2. CAREER GUIDANCE/PRE-EMPLOYMENT SEMINAR

Career Guidance is the assistance provided to students in making career-related decisions by exploring their interests, skills and values.

Pre-Employment Seminar is a meeting or conference where practitioners from the industry act as resource persons who discuss the topics on resume writing, personality development, job interviews, and work ethics.

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Inform the CDPS about your Intention to join the pre-employment seminar	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• <b>For students:</b> Registration card</li> <li>• <b>For alumni:</b> Alumni ID</li> </ul>
2. Secure and fill out student /alumni request form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	• Student/alumni request form
3. Know the schedule of the pre-employment seminar	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	• Schedule of the pre-employment seminar.
4. Attend/Participate in the activity	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	3 – 8 hours	• List of students/ alumni
<b>END OF TRANSACTION</b>				

### 3. CAREER TALK/SEMINAR

This is a talk provided by successful PUP alumni to the students. The alumni share their experiences to inspire presently enrolled students to pursue their respective fields of specialization. The event is conducted in partnership with one college in the University.

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Inform the CDPS about your Intention to join the career talk/seminar and present necessary documentary requirements	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• <b>For students:</b> Registration card</li> <li>• <b>For alumni:</b> Alumni ID</li> </ul>
2. Fill out student/alumni request form	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	<ul style="list-style-type: none"> <li>• Student/alumni request form</li> </ul>
3. Know the schedule of the pre-employment seminar	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Schedule of the pre-employment seminar.</li> </ul>
4. Attend/Participate in the activity	CDPS Staff	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	3 – 8 hours	<ul style="list-style-type: none"> <li>• List of students/ alumni</li> </ul>
<b>END OF TRANSACTION</b>				

#### **4. JOB ANNOUNCEMENTS**

These are employment openings received by the CDPS from employers. They are posted strategically in the University and communicated to the college deans.

#### **HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Check for current job openings	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"><li>• Required CDPS documents or CDPS bulletin boards</li></ul>
2. Fill out necessary requirements	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	10 minutes	<ul style="list-style-type: none"><li>• Request form and personal data sheet.</li><li>• Photocopy of ID or registration card</li></ul>
3. Provide students and alumni with information on job openings.	CDPS Staff Myla D. Salcedo	<b>PUP Main Building:</b> CDPS S314, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"><li>• Job announcements and contact details of companies which are hiring</li></ul>
<b>END OF TRANSACTION</b>				

#### **D. STUDENT AFFAIRS SECTION**

##### **About the Service**

The Student Affairs Section is devoted to creating an integrated learning experience that will help students reach their educational, social, personal, and professional aspirations. It endeavors to nurture a campus environment where academic and non-academic pursuits are balanced thereby making campus life more enriching, interesting, and worthwhile for students. The office operates to promulgate and/or enforce institutional and/or DepEd or CHED policies, rules and regulations concerning student organizations, programs, activities, student comportment, and student discipline.

**Telephone numbers:** (632) 335-1787 or (632) 335-1777 loc. 352

**Services Offered:**

**1. Application for Replacement of Lost Identification Card (ID)**

The OSS processes applications and issues replacement of lost identification cards (IDs).

**Fees:**

<b>1<sup>st</sup> Loss – PHP 100.00</b>
<b>2<sup>nd</sup> Loss – PHP 125.00</b>
<b>3<sup>rd</sup> Loss – PHP 150.00</b>

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Download and fill out application form for replacement of lost identification card (ID) from the PUP website	PUP website		15 minutes	<ul style="list-style-type: none"> <li>• Application form for replacement of lost identification card (ID)</li> </ul>
2. Attest form by parent of applicant and by the Dean/Chair of the college or department	Dean or Chair of college or department	Office of the Dean/Chair	5 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> </ul>
3. Proceed to the Guidance, and Counseling, and Testing Services (GCTS) for interview and evaluation of documents	Authorized staff or official of Guidance, Counseling, and Testing Services (GCTS)	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> </ul>
4. Seek recommendation for the issuance of replacement ID	Authorized staff or official of the University Legal Counsel Office	<b>PUP Main Building:</b> ULCO S302, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
5. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, Office of Student Services (OSS) or Esther Soraya Ambion, Chief, Student Affairs Section	<b>PUP Main Campus:</b> Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> <li>• Copy of recommendation for issuance of replacement ID</li> </ul>
6. Pay the appropriate fee	Authorized staff of the Cashier's Office	<b>PUP Main Building:</b> Ground Floor, South Wing	15 – 20 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> <li>• Copy of approval of request</li> </ul>
7. Proceed to the OSS for the processing and issuance of ID	Authorized official or staff of OSS	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	15 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for replacement of lost ID</li> <li>• Official receipt of payment</li> </ul>
<b>END OF TRANSACTION</b>				

2. **Application for New ID** (for transferee, shiftee, late filing of ID, damaged ID, and correction of entry)

The OSS processes applications and issues new identification cards (IDs) to shiftee or transferee students. It also issues new IDs in case of damaged IDs, IDs with wrong entry, and late filing of students.

**Fee:** PHP 75.00

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Download and fill out application form for new identification card (ID) from the pup website (pup.edu.ph)	PUP website		15 minutes	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
2. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, OSS  Esther Soraya Ambion, Chief, Student Affairs Section	<b>PUP Main Campus:</b> Office of the Student Services (OSS), Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form</li> </ul>
3. Pay appropriate fee	Authorized staff of Cashier's Office	<b>PUP Main Building:</b> South Wing, Ground Floor	15 – 20 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form for new ID</li> </ul>
4. Proceed to OSS for the processing and issuance of ID	Authorized staff or official of OSS	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	15 minutes	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Application form</li> <li>• Official receipt of payment</li> </ul>
<b>END OF TRANSACTION</b>				

### 3. Application for Replacement of Lost Registration Certificate

The OSS processes applications of students for replacement of lost registration certificate.

Fee: P150.00

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Download and fill out application form for replacement of lost registration certificate from the PUP website ( <a href="http://pup.edu.ph">pup.edu.ph</a> )	PUP website		15 minutes	
2. Attest form by parent of applicant and by the Dean/Chair of respective college or department	Dean or Chair of college or department	Office of the Dean/Chair	5 minutes	<ul style="list-style-type: none"> <li>• Application form for replacement of lost registration certificate</li> </ul>
3. Proceed to GCTS for interview and evaluation of documents	Authorized staff or official of Guidance, Counseling, and Testing Services (GCTS)	GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	<ul style="list-style-type: none"> <li>• Application form for replacement of lost registration certificate</li> </ul>
4. Seek recommendation	Authorized staff or official of the University Legal Counsel Office	<b>PUP Main Building:</b> ULCO S302, 3 <sup>rd</sup> Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>• Application form for replacement of lost registration certificate</li> </ul>
5. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, Office of Student Services (OSS) or	<b>PUP Main Campus:</b> Office of the Student Services (OSS), Room	5 minutes	<ul style="list-style-type: none"> <li>• Application form for replacement of lost</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	Esther Soraya Ambion, Chief, Student Affairs Section	208 Charlie del Rosario Student Development Center (CDRSDC)		registration certificate
6. Pay appropriate fee	Authorized staff at the Cashier's Office	<b>PUP Main Building:</b> South Wing, Ground Floor	15 – 20 minutes	<ul style="list-style-type: none"> <li>Application form for replacement of lost registration certificate</li> </ul>
7. Proceed to concerned office for the processing and issuance of registration certificate  <b>For:</b> <b>1st year</b> (undergraduate)	Authorized official or staff	  <b>PUP Main Building:</b> Admission Services, West Wing, Ground Floor	15 – 20 minutes	<ul style="list-style-type: none"> <li>Application form for replacement of lost registration certificate</li> <li>Official receipt of payment</li> </ul>
<b>2nd year &amp; above</b> (undergraduate)		  <b>PUP Main Building:</b> Office of the University Registrar South Wing, Ground Floor		
<b>Graduate School</b> (GS)		  <b>PUP M. H. Del Pilar Campus</b> GS Registrar's Office GS Bldg.		
<b>Open University</b> (OU)		  <b>PUP Main Campus:</b> OU Registrar's Office, 4th Floor, Ninoy Aquino Library and Learning		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
PUP Laboratory High School (LHS)  Institute of Technology (ITech)		Resource Center (NALLRC)  <b>PUP Main Campus:</b> PUPLHS Registrar's Office PUPLHS Bldg.  <b>NDC Campus</b> ITech Registrar's Office, ITech Bldg.		
<b>END OF TRANSACTION</b>				

#### 4. Request for Certificate of Good Moral Character

The OSS processes requests of students and issues Certificate of Good Moral Character.

Fee: P150.00

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure/ fill out application form	Authorized official or staff of the Office of Student Services (OSS)	<b>PUP Main Campus:</b> Office of the Student Services (OSS), Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Any of the following: <ul style="list-style-type: none"><li>• PUP ID</li><li>• Registration Certificate</li><li>• Transcript of Records</li><li>• PUP Alumni ID</li></ul>
2. Pay appropriate fee	Authorized staff of Cashier's Office	<b>PUP Main Building:</b> South Wing, Ground Floor	15 minutes	Any of the following: <ul style="list-style-type: none"><li>• PUP ID</li><li>• Registration Certificate</li><li>• Transcript of Records</li><li>• PUP Alumni ID</li></ul>
3. Proceed to the OSS for the processing	Authorized staff or official of Office of Student Services (OSS)	<b>PUP Main Campus:</b> Office of the Student Services	15 – 20 minutes	• Request form for good moral certificate

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
and issuance of certificate		(OSS), Room 208 Charlie del Rosario Student Development Center (CDRSDC)		<ul style="list-style-type: none"> <li>• Official receipt of payment</li> <li>• Registration certificate or PUP ID</li> </ul>
4. Proceed to the Director/Chief of OSS/SAS for the signing of certificate of good moral character	Jimmy Dollaga, Officer-in-Charge, OSS or Esther Soraya Ambion, Chief, Student Affairs Section (SAS)	<b>PUP Main Campus:</b> OSS, 2 <sup>nd</sup> Floor, Charlie del Rosario Hall	1 minute	
<b>END OF TRANSACTION</b>				

## 5. Permission to Conduct an Activity

The OSS coordinates with the Sentral na Konseho ng Mag-aaral (SKM) and the various college student councils, student publications, and accredited student organizations regarding their activities, affairs and operations. The OSS processes permits to use school facilities for the student councils, student publications and accredited student organizations' meetings, seminars, conferences, cultural presentations, and other activities.

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Check the availability of the desired venue of the organization's activity from the concerned offices			10-15 Minutes	
<b>Venue:</b> • Hyundai Audio Visual Room (AVR)	Authorized staff/official of the Office of Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)		
• Bulwagang Balagtas	Authorized staff/official of the	<b>PUP Main Campus:</b>		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<ul style="list-style-type: none"> <li>• Bulwagang Bonifacio</li> <li>• NALLRC Multimedia Room</li> <li>• NALLRC Board Room</li> </ul>	Office of the Director, Ninoy Aquino Library and Learning Resources Center (NALLRCC)	Office of the Director, NALLRC,		
<ul style="list-style-type: none"> <li>• Information Communication and Technology Center (ICTC) Laboratory</li> </ul>	Authorized official/staff of the Office of the Director of ICTC	<b>PUP Main Campus:</b> Training Room, Ground Floor, NALLRC		
<ul style="list-style-type: none"> <li>• Claro M. Recto Hall</li> <li>• Catwalk</li> <li>• Lobby</li> <li>• Amphitheater</li> <li>• Freedom Park</li> </ul>	Authorized staff/official of Campus Development and Maintenance Office (CDMO)	<b>PUP Main Campus:</b> CDMO Office, East Wing, Ground Floor		
<ul style="list-style-type: none"> <li>• PUP Oval/ PUP Gymnasium/ Swimming Pool</li> </ul>	Authorized staff/official of the College of Human Kinetics (CHK)	<b>PUP Main Campus:</b> CHK Building		
<ul style="list-style-type: none"> <li>• Accenture Ideas Exchange Function Room</li> </ul>	Authorized staff / official of the College of Business Administration (CBA)	<b>PUP Main Campus:</b> Office of the Dean CBA, Room N206		
<ul style="list-style-type: none"> <li>• Tanghalang PUP</li> </ul>	Authorized official/staff of the University Center for Culture (UCCA) UCCA	Ground Floor, CoC Building		
<ul style="list-style-type: none"> <li>• Hasmin Hostel Manila Room</li> </ul>	Authorized official/staff PUP / Director of Hasmin Hostel	MH Del Pilar Campus		
2. Present a request letter	Jimmy P. Dollaga	<b>PUP Main Campus:</b>	10 minutes	• Letter of request to

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
to the Director of the Office of Student Services (OSS), addressed to the Vice President for Student Services (VPSS), noted by the Director of the Office of Student Services (OSS) and the Chief of Student Affairs Section (SAS)	OIC, Office of the Student Services  Esther Soraya Ambion Chief, Student Affairs Section	Office of the Student Services (OSS), Room 208 Charlie del Rosario Student Development Center (CDRSDC)		conduct an activity, noted by the Director of OSS and the Chief of Student Affairs
3. Present a separate request letter to use the desired venue of activity to the Director of OSS, addressed to the official of concerned office, and noted by the Director of OSS and Chief of Student Affairs Section			10 minutes	• Letter of request to use desired venue
<b>Venue:</b>	<b>Address letter to (concerned office)</b> :			
• Hyundai Audio Visual Room (AVR)	Jimmy P. Dollaga OIC Office of the Student Services	<b>PUP Main Campus:</b> Office of the Student Services (OSS), Room 208 Charlie del Rosario Student Development Center (CDRSDC)		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<ul style="list-style-type: none"> <li>Bulwagang Balagtas</li> <li>Bulwagang Bonifacio</li> <li>NALLRC Multimedia Room</li> <li>NALLRC Board Room</li> </ul>	Dr. Divina T. Pasumbal Director NALLRC	<b>PUP Main Campus:</b> Office of the Director, NALLRC		
<ul style="list-style-type: none"> <li>Information Communication and Technology Center (ICTC) Laboratory</li> </ul>	Prof. Marlon Lim Director, ICTC	<b>PUP Main Campus:</b> Ground Floor, Ninoy Aquino Library and Learning Resources Center (NALLRC)		
<ul style="list-style-type: none"> <li>Claro M. Recto Hall/Catwalk/Lobby/ Amphitheater/ Freedom Park</li> </ul>	Engr. Antonio Y. Velasco Director CDMO, Thru: Prof. Remus Laglagaron Dean, College of Human Kinetics (CHK)	<b>PUP Main Campus:</b> CDMO Office, East Wing, Ground Floor		
<ul style="list-style-type: none"> <li>PUP Oval</li> <li>PUP Gymnasium</li> <li>Swimming Pool</li> </ul>	CDMO, Thru: Prof. Remus Laglagaron Dean, College of Human Kinetics (CHK)	<b>PUP Main Campus:</b> CHK Building		
<ul style="list-style-type: none"> <li>Accenture Ideas Exchange Function Room</li> </ul>	Dr. Leopoldo T. Bragas Dean College of Business Administration	<b>PUP Main Building:</b> Office of the Dean CBA, Room N206		
<ul style="list-style-type: none"> <li>Tanghalang PUP</li> </ul>	Prof. Belly R. Ygot Director UCCA	<b>PUP Main Building:</b>		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
		UCCA Office, Room W105, Ground Floor, West Wing		
• Manila Room	PUP Hostel Manager Engr. Roland C. Viray	<b>PUP M. H. del Pilar Campus:</b> Ground Floor, Hasmin Hostel Bldg.		
• IF the activity is an Income-Generating Project (IGP), submit letter of intent to the Office of the President, thru the Vice President for Finance (VPF), and noted by the Director of OSS and the Chief of SAS	Dr. Emanuel C. De Guzman, President Thru: Ms. Marissa J. Legaspi, CPA Vice President for Finance	<b>PUP Main Building:</b> Second Floor, South Wing		
• IF the organization requests that the payment for the venue/electricity to be used for the activity be waived, submit additional letter of request to the Office of the President thru the Vice President for Finance and the Vice President for Administration, noted by the Director of	Dr. Emanuel C. De Guzman, President Thru: Ms. Marissa Legaspi, CPA, Vice President for Finance, and Prof. Alberto C. Guillio, Vice President for Administration	<b>PUP Main Building:</b> Second Floor South Wing		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
OSS and the Chief of SAS				
4. Submit letter to concerned office/s and to the Office of the Vice President for Student Services for approval	Prof. Herminia E. Manimtim, EDM Vice President for Student Services, PUP	<b>PUP Main Building:</b> Second Floor South Wing	10 minutes	
5. Submit a photocopy of the approved request and letter to the OSS and the Security Office	Authorized official/staff of the OSS  Valentin Espina Chief, Safety and Security Services	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall  <b>PUP Main Building:</b> PUP Security Force, Ground Floor, North Wing	10 minutes	<ul style="list-style-type: none"> <li>• Letter of request noted by the Director of OSS and Chief of Student Affairs</li> <li>• Letter of request approved by concerned official/s</li> </ul>
<b>END OF TRANSACTION</b>				

## **6. Request for Visitors' Entry**

The OSS approves requests of student councils, student publications, and accredited student organizations for visitors' entry.

### **HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request for the entry of visitors	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	3 minutes	<ul style="list-style-type: none"><li>• Letter of request for visitors' entry</li></ul>
2. Secure/fill out request form and attach the list of names of visitors	Authorized staff/official of the Office of the Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	5 minutes	<ul style="list-style-type: none"><li>• Letter of request for visitors' entry</li></ul>
3. Seek approval of request	Jimmy P. Dollaga, OIC, OSS  Esther Soraya Ambion Chief, Student Affairs Section (SAS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	10 minutes	<ul style="list-style-type: none"><li>• Letter of request for visitors' entry</li><li>• Request form with attached list of visitors</li></ul>
4. Submit the approved request form and list of visitors to the Security Office to facilitate approved request	Valentin Espina Chief, Safety and Security Services	<b>PUP Main Building:</b> PUP Security Force, Ground Floor, North Wing	3 minutes	<ul style="list-style-type: none"><li>• Approved request form</li><li>• List of visitors</li></ul>
<b>END OF TRANSACTION</b>				

## 7. Request for Entry of Equipment and Materials

The OSS approves requests for entry of equipment and materials for the activities of student councils, student publications and accredited student organizations.

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request for the entry of equipment and materials	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	3 minutes	<ul style="list-style-type: none"> <li>• Letter of request for visitors' entry</li> </ul>
2. Secure/fill out request for equipment/materials entry form	Authorized staff/official of the Office of the Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	5 minutes	<ul style="list-style-type: none"> <li>• Letter of request for visitors' entry</li> </ul>
3. Seek approval of request	Jimmy P. Dollaga, OIC, OSS  Esther Soraya Ambion, Chief, Student Affairs Section (SAS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall	10 minutes	<ul style="list-style-type: none"> <li>• Letter of request for equipment/materials entry</li> <li>• Request for equipment/materials entry form</li> </ul>
4. Submit the approved request form to the Security Office to facilitate approved request	Valentin Espina Chief, Safety and Security Services	<b>PUP Main Building:</b> PUP Security Force, Ground Floor, North Wing	3 minutes	<ul style="list-style-type: none"> <li>• Approved request for equipment/Materials entry form</li> </ul>
<b>END OF TRANSACTION</b>				

## 8. Permission to Stay Overnight

The OSS endorses requests of students to stay overnight to the Vice President for Student Services (VPSS).

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. Present a letter of request at least three days before the intended stay, together with the list of students who will stay overnight, to the Director of OSS, addressed to the Vice President for Student Services, noted by the Director of OSS and the Chief of SAS</p> <p>- <b>For student organizations, councils or publications,</b> the request may be noted by the Faculty Adviser (optional)</p> <p>- <b>For non-student organizations, councils and publications</b> the request shall be noted by the Chair of Department or the Dean of the College</p>	<p>Jimmy P. Dollaga Officer-in-charge Office of the Student Services;  Esther Soraya Ambion</p>	<p><b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Hall</p>	5 minutes	<ul style="list-style-type: none"> <li>• Letter asking permission to stay overnight</li> <li>• Letter of parental or guardian consent</li> </ul>
			5 minutes	

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
2. Secure/fill out request for overnight stay form	Authorized staff/official of the Office of the Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)		<ul style="list-style-type: none"> <li>• Letter of request for overnight stay</li> </ul>
3. Submit request letter for overnight stay and request form for overnight stay, including the letter of parental or guardian consent to the Office of Student Services for proper endorsement to the Office of the Vice President	Jimmy P. Dollaga, OIC, OSS;  Esther Soraya Ambion Chief, Student Affairs Section (SAS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	10 minutes	<ul style="list-style-type: none"> <li>• Letter of request for overnight stay</li> <li>• Letter of parental or guardian consent</li> <li>• Request for overnight stay form</li> </ul>
4. Submit all the pertinent documents to the Office of the Vice President for Student Services for approval	Prof. Herminia E. Manimitim, EDM Vice President for Student Services, PUP	<b>PUP Main Building:</b> Second Floor South Wing	10 minutes	<ul style="list-style-type: none"> <li>• Letter of request for overnight stay</li> <li>• Letter of parental or guardian consent</li> <li>• Request for overnight stay form</li> </ul>
5. Submit the approved request form, with the attached list of students staying	Valentin Espina Chief, Safety and Security Services	<b>PUP Main Building:</b> PUP Security Force, Ground Floor, North Wing	3 minutes	<ul style="list-style-type: none"> <li>• Approved request form</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
overnight to the Security Office to facilitate request				
<b>END OF TRANSACTION</b>				

#### 9. Request for Medals

The OSS grants requests for medals by students, student councils, student publications, and accredited student organizations.

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. Present a letter of request (with an endorsed program/presentation) addressed to the Director of the Office of the Student Services</p> <ul style="list-style-type: none"> <li>• For student council / publication / student organization, the request must be noted by the Faculty Adviser (optional)</li> <li>• For non-student council/publication/organization, the request must be noted by the Chair of the Department</li> </ul>	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	<ul style="list-style-type: none"> <li>• Request letter for medals</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
2. Secure and fill out " <b>Request for Medals</b> " form	Authorized official/staff of OSS	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	
3. Submit pertinent documents to the OSS for approval	Jimmy P. Dollaga, OIC, OSS  Esther Soraya Ambion Chief, Student Affairs Section (SAS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	5-10 minutes	<ul style="list-style-type: none"> <li>• Request letter for medals</li> <li>• "<b>Request for Medals</b>" form</li> </ul>
4. Submit approved request form to facilitate request	Authorized official/staff of OSS	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	10-15 minutes	<ul style="list-style-type: none"> <li>• Approved "<b>Request for Medals</b>" form</li> </ul>
<b>END OF TRANSACTION</b>				

## **10. Settlement of Complaints/Grievances**

The OSS settles complaints/grievances, both disciplinary and non-disciplinary, involving student/s in all cases initiated by or against other student/s, any member of the faculty, and non-teaching personnel. The OSS refers complaints/grievances which are non-disciplinary to the proper academic or administrative unit, concerned with the view of settling the case through arbitration and amicable settlement. In the case of complaints which carry a disciplinary action, the OSS refers the complaints/grievances to the Student Disciplinary Board (SDB).

### **HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. File complaint/s in writing and sign	Jimmy P. Dollaga Officer-in-Charge  Office of the Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	30 minutes to 1 hour	
2. Appear in the case settlement called by the OSS	Jimmy P. Dollaga Officer-in-Charge  Office of the Student Services (OSS)	<b>PUP Main Campus:</b> OSS, Room 208 Charlie del Rosario Student Development Center (CDRSDC)	1 – 3 hours	<ul style="list-style-type: none"><li>• Complaint endorsement to OSS Director</li></ul>
3. Appear in the disciplinary proceeding	Student Disciplinary Board (SDB)		1 – 3 hours	<ul style="list-style-type: none"><li>• Decision / Resolution of the complaints</li></ul>
<b>END OF TRANSACTION</b>				

# UNIVERSITY CENTER FOR CULTURE AND THE ARTS (UCCA)

The UCCA identifies, develops and refines the artistic talents and abilities of the students and preserves and enriches Philippine culture, heritage and ecology. It establishes linkages with other art and cultural personalities, institutions, government agencies and private associations within the country and abroad.

**Telephone numbers:** (632) 516-6957

## Types of Services

1. PUP-UCCA Artist Entrance Scholarship
2. Cultural performance for any university events
  - Musical renditions
  - Dance numbers
  - Other performances as requested
3. Other services for the PUP community
  - Theatre House Management or Ushering
  - PUP (Cultural) Walk
  - Photo documentation
  - Video documentation
  - Promotion (Modeling)
4. Use of the Tanghalang PUP Theatre Facility
5. Outreach Services
  - Art Workshops (visual arts, dance, chorale, theatre, ethnic music, band, singing, acting) both as a solo and as ensemble performers
  - Production Management (Stage Management, House Management, Stagecraft – set, lights, sounds)

## For students:

### 1. PUP-UCCA Artist Entrance Scholarship

#### General Requirements:

- Certification of Good Moral Character (Photocopy)
- CTC of Birth Certificate (Photocopy)
- High School Card (Form 138) (Photocopy)
- Parent or guardian ITR or Certification of Non-Payment of IT from Barangay (Photocopy)
- Portfolio of Achievements in the field of culture and the arts
- 2 copies of 2"x2" photos with nameplate.

#### Upon enrolment, all documents must be presented to the UCCA.

- Affidavit – Waiver (duly signed by the applicant and notarized by a lawyer)
- PUPCET Result
- Route and Approval Sheet
- Copy of Registration Card

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Present to UCCA the portfolio/documents for UCCA staff initial evaluation	Mr. Clark Patrick A. Ligon	<b>COC Compound</b> Tanghalang PUP	2 minutes	<ul style="list-style-type: none"> <li>• See general requirements above</li> </ul>
2. Proceed to UCCA trainer for audition	Respective UCCA Trainer	<b>COC Compound</b> Tanghalang PUP	5 – 7 minutes	<ul style="list-style-type: none"> <li>• See general requirements above</li> </ul>
3. Go to Scholarship and Financial Assistance Services for Psychological Examination and payment schedules	SFAS staff For Exam Schedule  PUP Cashier's Office Staff for Payment	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing  <b>PUP Main Building:</b> Ground Floor, South Wing	Please see Cashier's Office Citizen's Charter	<ul style="list-style-type: none"> <li>• Properly filled-out receipt</li> </ul>
4. Take the Psychological Exam on the scheduled date and time of the examination	Chief Barbara P. Camacho Guidance, Counseling and Testing Center (GCTC)	<b>PUP Main Campus:</b> GCTS Office, Room 205 Charlie del Rosario Student Development Center (CDRSDC)	Please see GCTC's Citizen's Charter	<ul style="list-style-type: none"> <li>• Test Permit</li> </ul>
5. Check the result at the Scholarship and Financial Assistance Services (SFAS) office two days after the date of examination	Prof. Marissa L. Mayrena;  Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	3 minutes (provided results were already turned over by GCTC)	<ul style="list-style-type: none"> <li>• Route and Approval Sheet</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
6. Proceed to SFAS for validation of documents and final interview	Chief Lailanie G. Teves	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	10 minutes (provided documents being submitted are complete and properly accomplished)	<ul style="list-style-type: none"> <li>• Original and Photocopies</li> <li>• Of General Requirements</li> <li>• Route and Approval Sheet</li> <li>• Personal Data Sheet (original and photocopy)</li> <li>• 1 pc. 2"x2" ID photo</li> <li>• Psychological exam result (original and photocopy)</li> <li>• Online application form (downloadable at the PUP website Entrance Scholarship link)</li> <li>• Long brown envelope with name of the applicant written on the upper left corner</li> </ul>
7. Proceed to the UCCA Director for the final recommendation.	Prof. Bely Ygot	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	<ul style="list-style-type: none"> <li>• Route and Approval Sheet</li> </ul>
8. Proceed to the Vice President for Student	Dr. Herminia E. Manimtim, VPSS	<b>PUP Main Campus:</b>	2 minutes	<ul style="list-style-type: none"> <li>• Route and Approval Sheet</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
Services for approval of application		2 <sup>nd</sup> Floor, South Wing		
9. Photocopy the completed Route and Approval Sheet upon approval, and surrender the copy to the SFAS Office for tagging	Ms. Arsenia D. Castro	<b>PUP Main Building:</b> Room 119, Ground Floor, West Wing	2 minutes	<ul style="list-style-type: none"> <li>• Photocopy of completed Route and Approval Sheet</li> </ul>
<b>END OF TRANSACTION</b>				

## 2. Cultural Performance for University Events

- Doxology songs or performances
- Singing of the Philippine National Anthem
- Intermission Numbers/Performances
- Welcome Performances

### For Internal Clientele (PUP Community)

#### Requirements:

- Invitation Letter
- Program Invitation upon confirmation

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit letter of invitation addressed to the UCCA Director stating nature of event, venue, date, time, and specific request of cultural performance one week before the actual day of event and following the prescribed request letter format.	UCCA Staff Clark Patrick A. Ligon	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	3 minutes	• Invitation Letter
2. Submit duly signed invitation letter for approval by the UCCA Director and endorsement to respective trainer of the requested cultural group.	UCCA Office and respective trainer	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	3 minutes	• Invitation Letter
3. Provide program for UCCA group as reference	UCCA Staff	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	• Program of Activities
<b>END OF TRANSACTION</b>				

### For External Clientele (Outside PUP)

#### Requirements:

- Invitation Letter
- Program
- Transportation to and from the site of the performance

- Refreshments and/or regular meals as appropriate
- Accommodation space (for costume change and meals)

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit letter of invitation addressed to the PUP President stating nature of event, venue, date, time and specific request of cultural performance two weeks before the actual day of event	Office of the President	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor South Wing	2 days	• Letter of Invitation
2. If the Office of the President approves of the request, inquire if the letter has been forwarded to the UCCA Office	UCCA Office	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Invitation
3. Coordinate with the UCCA Director and check if the approved invitation has been forwarded to the respective trainer of the requested cultural group	Respective Trainer	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Invitation
4. Check with the UCCA Office the status of the invitation to include the details of the event, off-campus Requirement for the students and counterpart services of the requesting party (food, transportation, honoraria if any)	UCCA Office Staff  Mark Gregory P. Isip Arlene A. Sandel	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Invitation
<b>END OF TRANSACTION</b>				

**3. Other services:**

- Theatre House Management or Ushering
- PUP (Cultural) Walk
- Photo documentation
- Video documentation
- Promotion (Modeling)

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit letter of request addressed to the UCCA Director stating nature of event, venue, date, time, and specific request of services, and counterpart services of the requesting party (food, transportation, honoraria if any.) at least one week before the actual day of event.	Clark Patrick A. Ligon	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 day	• Request Letter
2. Follow-up your request to the UCCA Office and secure understanding on the details of the event and counterpart services for finalization.	Any UCCA Staff	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	3 minutes	• Request Letter
3. Provide program for UCCA group as reference in person to finalize the request.	Prof. Bely R. Ygot	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Program of Activities
<b>END OF TRANSACTION</b>				

#### 4. Use of the Tanghalang PUP Theatre Facility

##### A. For the PUP Community

##### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request addressed to the UCCA Director stating nature of event, venue, date and time at least <b>one week</b> before the actual day of event. (Follow the prescribed request letter format).	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 day	• Request Letter
2. Have the UCCA Director sign a note that confirms the availability of the facility on the requested date/s.	UCCA Director	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Request Letter
3. Secure a Reservation / Agreement form and a copy of the Tanghalang PUP Guidelines and Policies from the UCCA.	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Approved Request Letter
4. Once the date is approved, provide the UCCA Office a copy of the inventory of lights and sounds equipment and the supplier (if any), copy of the program and photocopy of the ID of the requesting party or representative	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	• Approved Request Letter

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
5. Bring the approved request letter and agreement form to the CDMO for the computation of the energy and venue fee.	Campus Development and Maintenance Office	Ground Floor, East Wing, Main Campus	15 minutes	<ul style="list-style-type: none"> <li>Approved Request Letter and Agreement Form</li> </ul>
6. Pay the prescribed amount at the PUP Cashier and get the PUP official receipt	PUP Cashier Office	Ground Floor, South Wing, Main Campus	5 minutes	<ul style="list-style-type: none"> <li>Computation Fee from the CDMO Office</li> </ul>
7. Bring the PUP official receipt to the UCCA to finalize reservation of the facility on the requested date/s	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	<ul style="list-style-type: none"> <li>Approved Request Letter Agreement Form</li> <li>Official Receipt of Payment</li> </ul>
<b>END OF TRANSACTION</b>				

#### B. Outside Lessees

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request addressed to the UCCA Director stating nature of event, venue, date and time two weeks before the actual day of event. (Follow the prescribed request letter format)	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 days	<ul style="list-style-type: none"> <li>Request Letter</li> </ul>
2. Request from the UCCA Director a signed note that confirms the availability of the facility on the requested date/s.	UCCA Director	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	3 minutes	<ul style="list-style-type: none"> <li>Request Letter</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. Secure a Reservation / Agreement Form from the UCCA.	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	<ul style="list-style-type: none"> <li>Approved request letter</li> </ul>
4. Once the date is approved, secure from the UCCA Office a copy of the inventory of lights and sounds, equipment and the supplier (if any) and provide the UCCA a copy of the program and photocopy of the ID.	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	<ul style="list-style-type: none"> <li>Approved request letter</li> </ul>
5. Bring the approved request letter and agreement form to the CDMO for the computation of the energy and venue fee.	Campus Development and Maintenance Office	<b>PUP Main Campus:</b> CDMO Office, East Wing, Ground Floor	15 minutes	<ul style="list-style-type: none"> <li>Approved request letter</li> <li>Agreement Form</li> </ul>
6. Pay the prescribed amount at the PUP Cashier and get the PUP official receipt.	PUP Cashier Office	<b>PUP Main Building:</b> Ground Floor, South Wing	5 minutes	<ul style="list-style-type: none"> <li>Computation Fee from the CDMO Office</li> </ul>
7. Bring the PUP official receipt to the UCCA to finalize reservation of the facility on the requested date/s.	Theatre Facility Coordinator  Norman Babi C. Crisostomo	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	<ul style="list-style-type: none"> <li>Approved request letter</li> <li>Agreement Form</li> <li>Official Receipt of Payment</li> </ul>
<b>END OF TRANSACTION</b>				

**Note:** In case the lessee's (whether a PUP institution or group or outsiders) intention is for Income Generating Project, letters for the reservation of the Tanghalang PUP is addressed

to the UCCA Director but arrangements should be made through the Resource Generation Office (RGO) on matters concerning the project.

Please see prescribed letter format and guidelines on the use of the Tanghalang PUP listed below:

### **REQUEST LETTER FORMAT FOR TANGHALANG PUP THEATER RESERVATION**

(The PUP community must use the official PUP Letterhead. Kindly download it from the PUP website: [www.pup.edu.ph](http://www.pup.edu.ph))

*Letterhead of the Requesting Party*

*(Date prepared)*

**PROF. BELY R. YGOT**

*Director*

*University Center for Culture and the Arts*

**Dear Prof. Ygot,**

**Body of letter must include the following:**

- ✓ Name of Requesting Party
- ✓ Title of the Event
- ✓ Brief Description of the Event
- ✓ Date and Time of the Event
- ✓ Expected number of Participants
- ✓ Name of Guest Speaker/s and non-PUP guests (*if any*)
- ✓ Name and contact details of Lights and Sounds provider (*if any*)
- ✓ Time of Ingress (set-up) and Egress (pack-up) of Lights and Sounds provider (*if any*)

Yours Truly,

**Name and Signature of Requesting Party  
with contact details**

cc:   **Dr. Antonio Y. Velasco**  
*Director, Campus Development and Maintenance Office*  
**Prof. Valentin Espina**  
*Chief, Safety and Security Office*

### **TANGHALANG PUP GUIDELINES AND POLICIES**

1. The theatre will not be reserved until an approved Letter of Request, Reservation/Agreement Form, and an Official PUP Receipt is submitted to the UCCA Director.
2. Letter of Request for the use of the theatre must be submitted to the UCCA one week for PUP units and organizations and two weeks for outsiders prior to the event.
3. The reserving party must coordinate with the Theatre Facility Coordinator regarding guidelines and policies before and after the event.
4. The UCCA Office reserves the right to cancel or reschedule reservations due to the needs of the university or any unforeseen event.
5. Events sponsored by college/s, department/s, student organization/s or administrative office/s must be supervised by their faculty/administrative adviser.
6. All ingress, rehearsal/s, technical dry-run and egress must be accomplished within the contracted hours. A penalty (*extra hours x university prescribed rate*) will be imposed.

7. Penalties will be incurred in case of damage to university facility/ies and/or equipment.
8. All entrances/exits, passageways and stairways must be kept accessible at all times.
9. Posting of promotional paraphernalia (posters, tarpaulins, etc...) must be consulted with the Theatre Facility Coordinator and subject for approval by the UCCA Director.
10. Weapons, objects or substances that may inflict injury are strictly forbidden.
11. The use of fire (candles, lighters, matches, etc...) is not allowed within the theatre facility and its premises.
12. Pyrotechnics of any kind are not allowed inside the Tanghalang PUP.
13. Pets are not allowed.
14. Serving/consumption of food/beverages is allowed only in the dressing rooms and entrance lobby.
15. Proper management/disposal of trash is the responsibility of the lessee.

**THANK YOU! AND WELCOME TO THE  
Tanghalang PUP “Ang Tanghalan ng Bayan”**

Tanghalang PUP “Ang Tanghalan ng Bayan” COC Compound, Anonas St., Sta. Mesa, Manila  
Tel. Nos. (632) 516-6957 / [uccapup@gmail.com](mailto:uccapup@gmail.com)

**Outreach Services**

- Art Workshops (visual arts, dance, chorale, theatre, ethnic music, band, singing, acting) both as a solo performer and as ensemble performers
- Production Management (Stage Management, House Management, Stagecraft – set, lights, sounds)

**A. For the PUP Community**

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request addressed to the UCCA Director stating the nature of event, venue, date, time and specific request of outreach services two weeks before the actual day of event.	Office of the President	2 <sup>nd</sup> Floor, South Wing, Main Campus	1 day	• Letter of Request
2. Have the duly signed letter approved by the UCCA Director and endorsed to the respective trainer of the requested cultural group for outreach activity	UCCA Trainers	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	3 minutes	• Letter of Request

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. Finalize with the UCCA Office the details of the event.	UCCA Office Staff  Mark Gregory P. Isip or Arlene A. Sandel	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Request
4. Secure from the UCCA copy of waivers (if necessary) for the student artists who are members of the invited organizations.	UCCA Office Staff  Mark Gregory P. Isip or Clark Patrick A. Ligon	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Request
<b>END OF TRANSACTION</b>				

## B. For Outsiders

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request addressed to the PUP President stating the nature of event, venue, date, time, and specific request of outreach services two weeks before the actual day of event.	Office of the President	<b>PUP Main Building:</b> 2 <sup>nd</sup> Floor, South Wing	2 days	• Letter of Request
2. If the Office of the President approves of the request, follow-up if the letter has been forwarded to the UCCA Office.	UCCA Office	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Request
3. Coordinate with the UCCA Director on the availability of the requested cultural group for outreach activity and its trainer.	UCCA Trainers	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Request

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
4. Finalize with the UCCA Office the details of the outreach activity.	UCCA Office Staff  Mark Gregory P. Isip or Arlene A. Sandel	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	2 minutes	• Letter of Request
5. Secure from the UCCA Office waivers (if necessary) for the student artists who are members of the invited organizations.	UCCA Office Staff  Mark Gregory P. Isip or Arlene A. Sandel	<b>COC Compound</b> 3 <sup>rd</sup> Floor, Tanghalang PUP	1 minute	• Letter of Request
<b>END OF TRANSACTION</b>				