



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

# **FRESHMAN ORIENTATION**

July 8, 2019



#### *CommITS Officer's 2019-2020*

The new set of Officers of Commonwealth Information Technology Society (CommITS) for the academic year 2019 – 2020. Introduced During the Freshmen Orientation 2019.



#### *CommITS Photobooth*

In the morning, the CommITS officer led by Viverlyn Santos (Secretary), and the organization decided to build a Photobooth. They've become creative on designing the backdrop for the Photobooth.



*CommITS Photobooth*

Prof. Demelyn Monzon (Head of OSAS) and Prof. Alma Fernandez (CommITS Adviser) visited our Photobooth after the morning session of Freshmen Orientation 2019.



*CommITS Photobooth*

Some Bachelor of Science in Information Technology (BSIT) Student who visited our prepared photo booth.



*Mr. Dominic Lomeda*

Mr. Dominic Lomeda (RDT member), performed Magic with his assistant Mr. Carl Angelo Magbuo (2<sup>nd</sup> Year Representative) During Freshmen Orientation 2019.



*CommITS Keychain*

CommITS Organization Decided to sell Key Chain, Designed by the RDT Members.  
For as low as 15 pesos each.



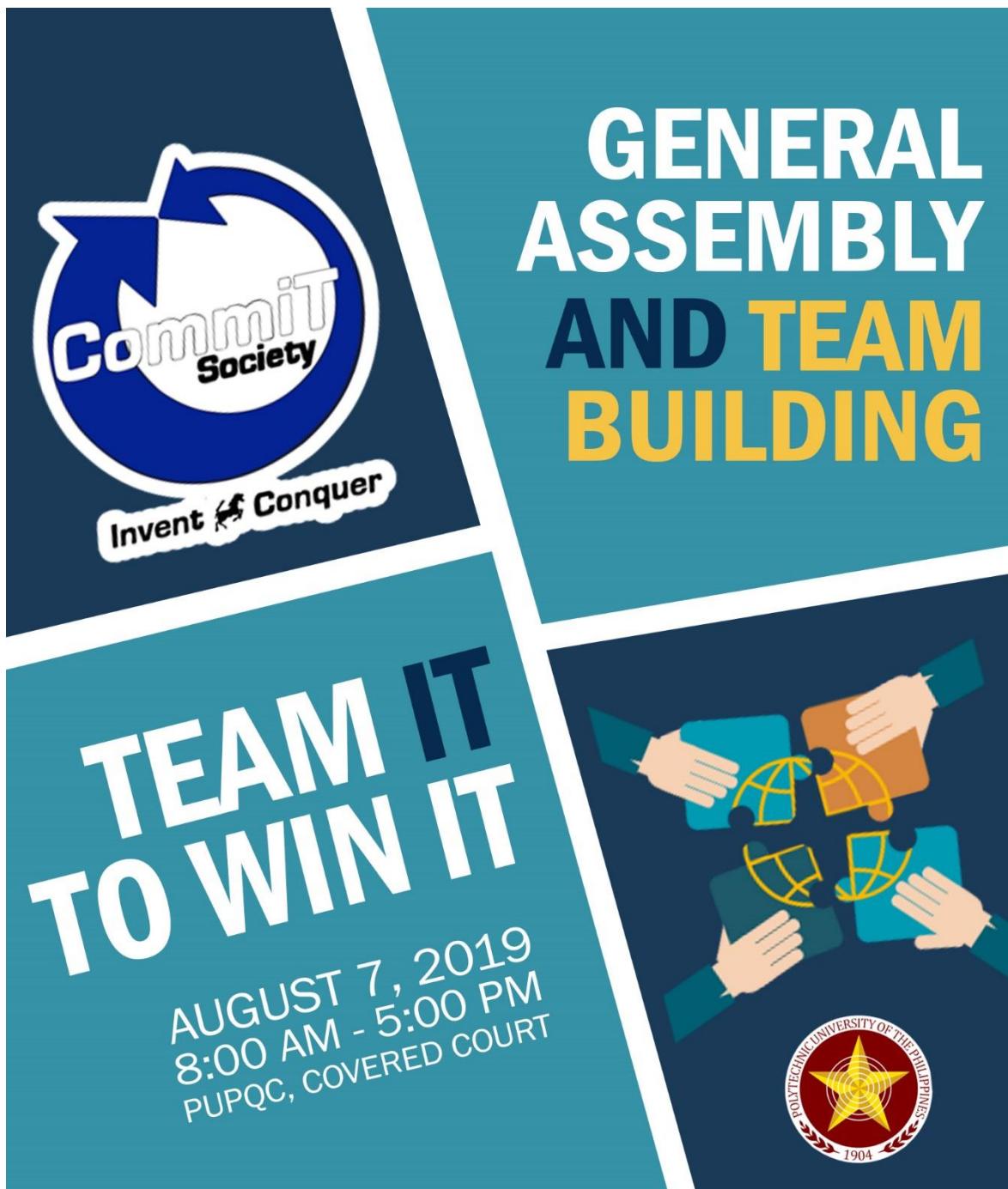
Some Freshmen Student's who avail our key chain's, with CommITs officer Mr. Ariel Oranza (VP External).



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# **COMMITTS GENERAL ASSEMBLY AND TEAM BUILDING**

August 16, 2019



*General Assembly and Team Building Poster*

This is the official Poster of the event Layout by Mr. Kelvin Burce (VP RDT) from BSIT 4-2. As you can see the date in it is August 7, 2019 but unfortunately, this Event moved several times because of the bad weather.



### *Facilitators*

They are the Facilitator's, it consist of Class Officers of Bachelor of Science in Information Technology together with CommITs Officers. They informed/Orient in what station they are assigned for the Team Building.



### *Attendance*

Before to formally start the Team Building each of them signing in to the Attendance sheets.



### *Briefing*

After the briefing to facilitators they informed the Team Players to go to their assigned Teams and Stations. We have 5 station. Catch me I'm Falling, Fast Fillers, Roller Balls, Shake IT off, and Human suman. Each Teams have a Scoring sheet, at the end of the Team Building all scoring sheets will be collected and tally. So, that, the winners will announce at the General Assembly.



### *Opening Prayer*

Opening Prayer led by Ms. Gerry Ann Anical (BSIT 4-1) before Prof. Alma Fernandez give her message.



### *Opening Prayer*

All Team Players who feel the presence of the lord. And asked for guidance and safeness.



### *Opening Remarks*

Before to formally start the Team Building Prof. Alma Fernandez our supportive CommITs Adviser gave her word of wisdom and inspirational message.



*It's Time to "Team IT to Win IT"*

CommITs President Jerissa Estoque, officially start the Team Building. She wanted all of Team Players enjoy. Because we know ACAD is very stressfull especially in our course. Through Team Building we can relieve our stress and forget even in a very short time.



*One of our official Photographer ms. Viverlyn Santos*



*One of our official Photographer Angelika Palencia*



*Catch me I'm falling*

This is the Station 1. The pairs stand about one meter apart, and a raw egg is tossed from one partner to the next. Those who catch the eggs without breaking them continue in the game, the others are out. After each successful catch, the players must take one step backward so that the tosses are longer and longer.



### *Fast Fillers*

This is the Station 2. For all Team, place a bucket full of water at the starting line, and an empty bucket a distance away. On “Go”, have the first player from each team fill their 5oz Cup with water, pass to other member to pour in their bucket, and then the first team who filled their bucket will receive high points.



### *Roller Balls*

This is the Station 3. The goal of the game is the tennis ball must travel along path which is the folder without falling in the ground. This game needs a lot of focus and determination, especially Team work.



*Shake IT off*

This is the Station 4. Each Member must Shake! Shake! Until the 3 piece of Tennis ball fall. Lots of fun.



### *Human Suman*

This is the Station 5. Each Member of the Team must cover by one piece of Tissue roll. Whatever happens they need to cover their team member. All of them must cover one at a time. As usual team member who finished first will get high score.



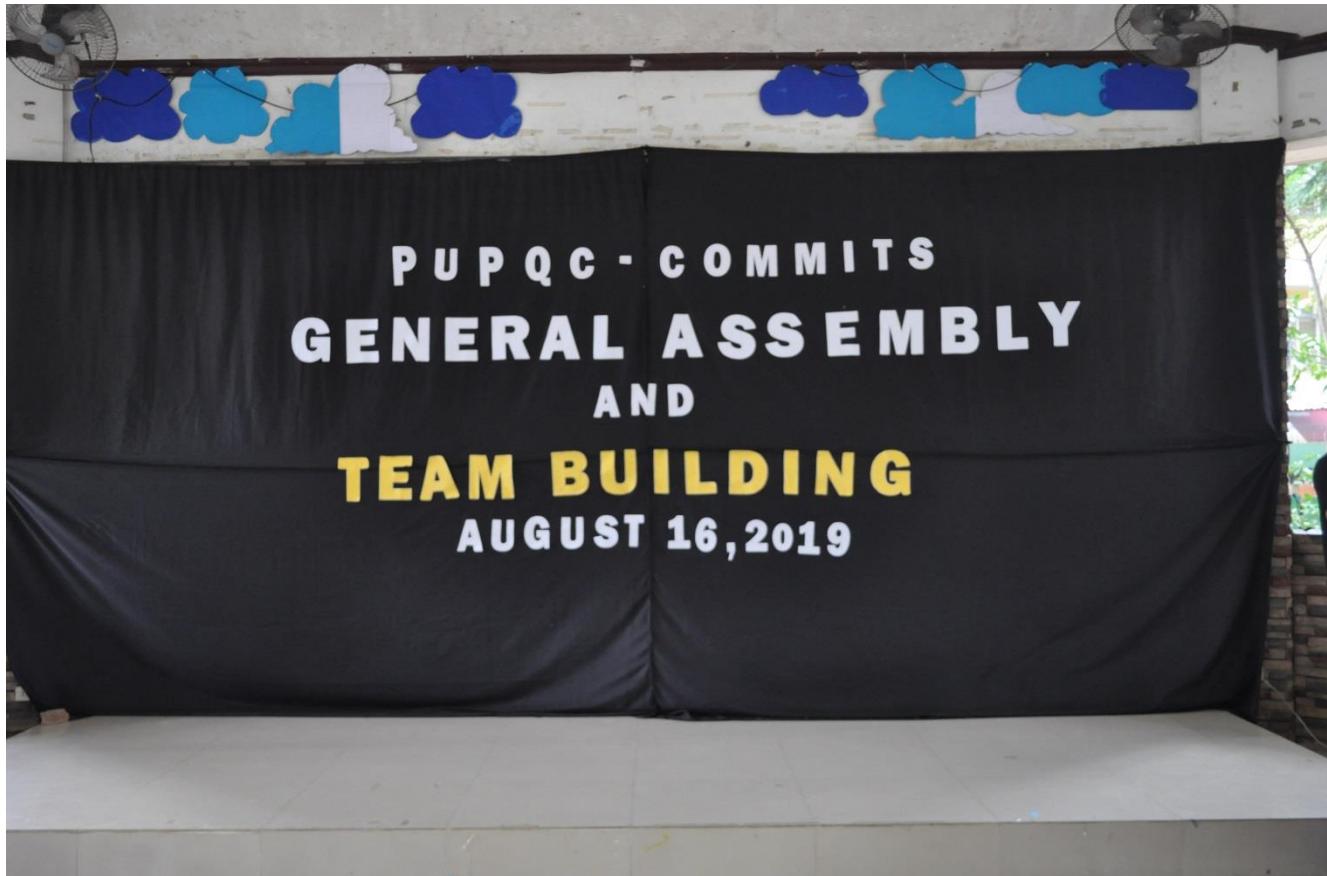
#### *General Assembly Signing-in*

After the Team Building and lunch break, CommITS members are signing in for the next program which is the General Assembly. At exactly 1:00 PM, the members started falling in line to sign-in at PUP Quezon City Interfaith Chapel.



### *Opening Prayer*

The program started with a doxology performed by Ms. Lerry Ann Anical (BSIT 4-1).



*CommITs General Assembly and Team Building 2019 Stage Backdrop*

CommITs held its annual General Assembly and Team Building with the theme “Team IT to Win IT” on August 16, 2019, Friday at PUP Quezon City Interfaith Chapel, PUP Quezon City.



#### *The Emcees*

Mark Angel Monterde (2<sup>nd</sup> Year) and Carl Angelo Magbuo (2<sup>nd</sup> Year Representative) are the emcees. The program is not as entertaining as it is without them.



*Mini Game “Charade Action Game”*

A not typically Charade Game, single person would act out each different action in order, followed by the whole person in line. It require them to mime their hints without using any spoken words, which requires some conventional gestures.



### *Mini Game*

For the program to be exciting, the CommITS officers decided to have a mini game. In that mini game, a ball consisting of papers with commands that they need to do. In order to have a player, the ball is going to be passed by the audience with music and whoever is holding it when the music stops, he or she will be the one who do the command written in the ball of papers.



*CommITs President Jerissa Mae Joelle Estoque*

During the program President of CommITs speaks about the calendar of event, seminar, projects and activities for this academic year 2019 – 2020. She also mentioned to all the attendees to continue supporting any upcoming events of CommITs.



#### *SRG “Software Research Group”*

SRG led by John Henry Fernandez and John Gaden, Explained regarding Software Research Group, their Mission and Vision, projects, partnership, Previous Generation of SRG and the latest members including them.



### *Song Performances*

IT students unleashed their vocal and musical talents by performing. From 1<sup>st</sup> year to 4<sup>th</sup> year, each section prepared performances. Students from 3<sup>rd</sup> year are performing in this photo.



*Dance Performance*

A group from 2-1 performed a dance piece. Led by Princes Buena, she choreographed her whole class that won 3<sup>rd</sup> place in the last hip hop competition in PUPQC.



*Team Building Winners*

After the performances, it is time to announce the winners from the Team Building. The grand winner is the Team Green Weaver.



*Class Picture BSIT 1-1*

Every section in BSIT took their pictures on stage as a remembrance of this event. This is the class of 1<sup>st</sup> year section 1. They had fun even though they did not get to experience the team building.



*Class Picture BSIT 1-2*



*Class Picture BSIT 2-1*



*Class Picture BSIT 2-2*



*Class Picture BSIT 3-1*



*Class Picture BSIT 4-1*



*Class Picture BSIT 4-2*



#### *CommITs Officer's and Facilitator's*

CommITs Officer's and Facilitator's (Officers of every Class) took their pictures on stage, with Mr. Peter Velez Former President of CommITs Year 2016, as a Remembrance of this event for their hard work for preparation.



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# **UNIVERSITY INTRAMURALS**

**September 16 - 20, 2019**



*Lighting up the Torch*

Dir. Edgardo S. Delmo lighting up the torch as the symbol for the start of university intramurals 2019. The Polytechnic University of the Philippines Quezon City Branch officially started its celebration for the 21st Foundation week last September 16, 2019 spearheaded by the inaugural torch relay and lighting done by John Raven Glomar, team captain of PUP Quezon City Basketball Team and PUPQC Branch Director Dir. Edgardo S. Delmo.

Director Delmo expressed how ecstatic he is that the students are very active and cooperative during the intramurals. He encourages students to enjoy and be safe as they play. "Tayo ay magkakaisa", he ended.

The said event joined by the PUPQC Community consist of various student organizations such as the Supreme Student Council (SSC), Community of Human Resource Students (CHRS), Commonwealth Information Technology Society



(CommITs), Distinguished Organization of Management Technologist and Corporate Specialist (DOMT. CS), Future Business Teachers' Organization (FBTO), Junior Marketing Society (JMS), Youth Entrepreneurs Society (Yes), Damdamin at Malay (DAMLAY), Vox Nova, MUSA, Red Cross as well as the Administrators, Faculty, and staffs united to celebrate and honor the 21st Founding Anniversary of the school.



*The Commonwealth Information Technology Society Basketball*



**84 - 67 COMMITS Winner (CHAMPION)**

*Champion - CommITS Basketball Team*

The CommITS Basketball Team had become again the champion for this year's intramurals.



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**MR. AND MRS.**

**PUPQC 2019**

**September 20, 2019**



*Mr. and Ms. PUPQC 2019*

*Mr. Arnold Cachuela from BSBA MM 1-2 (JMS) and Ms. Seleena Dela Cruz from  
BSBA MM 1-1 (JMS).*



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# **Faculty Appreciation**

**2019**

**September 20, 2019**



*Faculty Appriciation 2019*

*Faculty Tribute hold by FBTO During celebration for the 21st Foundation week last  
September 20, 2019.*



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# **BLOCKCHAIN SEMINAR**

September , 2019



*Blockchain Seminar 2019*

The event started with a registration area led and held by Sarah Celine Candelaria – Vice President for Internal Affairs, Angelika Palencia – Budget and Finance Officer and Daisy Brillo- Third Year Representative.



### *Registration Area*

Here are two students from BSIT Second Year having registration for the Blockchain event before it started. Attendees of the said event had reach 100 students whom had a new knowledge about blockchain.



### *Convocation - Doxology*

The convocation-doxology has led by two students from BSIT first year. It is one of the important part of an event, praising and asking God for guide and knowledge.



*First Blockchain Speaker*

Mr. Julius Fresco from Nem.IO discussed about the introduction of the blockchain and how important it is nowadays. He also discussed about the Smart Asset Blockchain.



*Ms. Iva Erika Freyritz C. Bulawit*

Ms. Iva Erika Freyritz C. Bulawit, the doxology singer asked by Mr. Julius Fresco with some of his previous lessons. The speaker gave bitcoin wallets those students who can answer his questions right.



*Second Blockchain Speaker*

Mr. Makko Villanueva from TokenNews Asia – Philippines discussed about the Decentralized Applications or such known as DApps that connects the blockchain in the digital world.



*Second Blockchain Speaker*

Mr. Makko Villanueva taking participations from the students to have a good interaction between the speaker and listeners. Also, he introduced Tori, a virtual girl who talks about DApps. This really took the attention of students where the speaker had talked to Tori like it's a human.



*Third Blockchain Speaker*

Mr. Elixes Becisla - explained the interconnection of Blockchain and Real State. He also stated that he is a PUPian back then from PUP Sta Mesa.



#### *Fourth Blockchain Speaker*

Ms. Myrtle Ann Ramos – Empowering Youth with Blockchain. Her speak really took the heart of the listeners with how she encourage students/youth to stand up and invest to bitcoins. Empowering Youth with Blockchain to broaden the knowledge about cryptocurrency.



### *Blockchain Quiz*

In the photo are the students participating to the quiz conducted by the Commonwealth Information Technology Society for the students to check if they really listened to the speakers' topics. Thanks to Elastos Philippines for sponsoring the prizes of the quiz.



#### *Appreciation Awarding*

Awarding the Certificate of Appreciation for the beloved speakers whom gave their best to lay down their knowledge about the Blockchain technology. Together with the certificate is our token of appreciation that is a caricature photo of the speakers created by Mr. Kervin C. Burce(Vice President for Research and Development).



*Ms. Krisha Anne Amada*

A short message and advertisement of Elastos Philippines who sponsored the Blockchain event. In the photo is Ms. Krisha Anne Amada, the student coordinator of Elastos Philippines.



### *Closing Remarks*

Closing remarks are led by Ms. Jerissa Mae Joelle S. Estoque (CommITS President), giving thanks to the participants including the speakers, students and the CommITS officers who laid their efforts for the success of the event.



*CommITS Officers with Elastos Student Coordinator*

Photo Ops before the event officially closed. CommITS Officers who laid their time to help and make the event successful.



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## **APPENDICES**



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## Certificate of Accreditation



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QUEZON CITY BRANCH

## CERTIFICATION

This is to certify that **COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY (COMMITS)** has successfully completed all the requirements for organization accreditation set by the PUPQC Office of Student Affairs and Services (OSAS) for SY 2019-2020 1<sup>st</sup> Semester..

This certification is issued as a confirmation that the said organization is official and hereby accredited as an academic organization of PUPQC.

Issued this 3<sup>RD</sup> day of July 2019 at Polytechnic University of the Philippines Quezon City Branch, Don Fabian St. Commonwealth Quezon City.

A handwritten signature in black ink, appearing to read "f.m." followed by "Prof. Demelyn E. Monzon".  
Prof. Demelyn E. Monzon  
Head, Office of the Students Affairs & Services

A handwritten signature in black ink, appearing to read "E.S.D." followed by "Prof. Edgardo S. Delmo".  
Prof. Edgardo S. Delmo  
Director

Rothlener Bldg., PUP Quezon City Branch, Don Fabian St., Commonwealth Quezon City Phone: (Direct Lines) 9527817; 4289144; 95777817 Email: [commonwealth@pup.edu.ph](mailto:commonwealth@pup.edu.ph) / Website: [www.pup.edu.ph](http://www.pup.edu.ph)

THE COUNTRY'S 1<sup>ST</sup> POLYTECHNICU"



### List of Officer

Name	Position
Jerissa Mae Joelle Estoque	President
Sarah Celine Candelaria	Vice President for Internal Affairs
Ariel Ordanza Jr.	Vice President for External Affairs
Viverlyn Santos	Secretary
Angelika Palencia	Budget and Finance Officer
John Norry Yacap	Auditor
Ralph Lawrence Tarlac	Business Manager
Kervin Burce	Vice President for Research and Development
Charlotte Basister	Research and Development Commissioner
James Albert Ramirez	Research and Development Commissioner
Christian Ian Buan	Research and Development Commissioner
Dominic Lomeda	Research and Development Commissioner
Kaisha Lupaz	Public Affairs Officer
Arvin Jhon Vertudez	BSIT 4-2 Representative
Gervin Llosala	BSIT 4-1 Representative
Daisy Brillo	BSIT 3-1 Representative
Carl Angelo Magbua	BSIT 2-1 Representative
Emmanuel Thelmo	BSIT 2-2 Representative
Ralph Angelo Tan	BSIT 1-1 Representative
John Chris Cayetano	BSIT 1-2 Representative



## Constitution and By-laws

### CONSTITUTION AND BY-LAWS

REVISED 2017

#### ARTICLE I NAME, DOMICILE AND LOGO

**Section 1.** The official student union of the Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students of Polytechnic University of Philippines, Quezon City Branch shall be known as Commonwealth Information Technology Society.

**Section 2.** The official domicile of the Commonwealth Information Technology Society shall be at the Commonwealth Information Technology Society Office, Polytechnic University of the Philippines Quezon City Branch, Don Fabian St., Brgy. Commonwealth, Quezon City.

**Section 3.** The Commonwealth Information Technology Society shall have jurisdiction over the Polytechnic University of the Philippines, Quezon City Branch bonafide Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students.

**Section 4.** The Commonwealth Information Technology Society reserves the right and authority to use the official logo described below in any official transaction in and off-campus.



The blue arrow stands for a kind of software development process model, the waterfall model. Waterfall model begins with the gathering of requirements, designing and planning the process, implementing the design, verifying the implemented process and maintaining it. It emphasizes the logical progression of the organization. It arrows back to the beginning because every process will start at the requirements and will end up on its maintenance depending on a scenario.

Waterfall process is used by the officers in managing the organization.



"CommiT", which stands for Commonwealth Information Technology, is located at the center of the logo. This symbolizes that both the officers and members should commit themselves to pursue the objectives of the organization.

Invent and Conquer, found under the blue arrow, is the product of the waterfall. Every process has an output, that process and output must overcome, and take control, the organization for the benefit of its members and PUP Quezon City Branch.

## **ARTICLE II**

### **VISION, MISSION, STATEMENT OF OBJECTIVES AND PRINCIPLES**

#### **Section 1. Vision**

Quality Information Technology education towards competency among Polytechnic University of the Philippines, Quezon City Branch Students.

#### **Section 2. Mission**

Recognizing the importance of a scientific culture among Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students, the Society shall encourage and promote the advancement of Information Technology.

#### **Section 3. Statement of Objectives**

The Society shall have the following objectives:

- 1.1 Promote Research and Development in Information Technology.
- 1.2 Contribute in the improvement of Information Technology Education.
- 1.3 Promote the exchange of knowledge in Information Technology Education.
- 1.4 Advocate for university progressive policies and programs that affect the Information Technology Sector.
- 1.5 To promote healthy exchange of ideas and constructive criticisms in the form of forum, symposia, consultative discussions in the advancement of the members.
- 1.6 Establish linkages with other organization in the pursuit of common goals and;
- 1.7 To foster strong and harmonious relationship among all members of the Society and the University

#### **Section 4. Principles**

Everyone requires a guide who must be compassionate to his/her weakness.



### **ARTICLE III MEMBERSHIP**

**Section 1.** All bonafide Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students of Polytechnic University of the Philippines Quezon City Branch are automatically member of the Commonwealth Information Technology Society.

### **ARTICLE IV DUTIES AND RESPONSIBILITIES OF MEMBERS**

**Section 1.** It shall be the duty and responsibility of the member to:

- 1.1 Observe always the laws of the land, the rules and regulation of the University, the Supreme Student Council and the Commonwealth Information Technology Society.
- 1.2 Help promote an atmosphere conducive for peace and harmony among various sectors of the university.
- 1.3 Exercise their rights and responsibilities with due regard for the right of their fellow students and other members of the Polytechnic University of the Philippines, Quezon City Community.
- 1.4 Be responsible in carrying out the objectives of the Society, protecting its good name, maintaining a high degree of scientific standards, and abiding by the principles of ethics.
- 1.5 Pay Membership Fee levied by the Society.

### **ARTICLE V BILL OF RIGHTS**

**Section 1.** It shall be the right of the member to:

- 1.1 Know and be informed of the matters affecting them.
- 1.2 Exercise suffrage or right to vote and hold elective or appointive positions in the Society.
- 1.3 Represent the Society in and outside the campus.
- 1.4 Enjoy freedom of speech and of the press.
- 1.5 Undertake research, publish and discuss findings and recommendations relating to academic and non-academic endeavors in accordance with the principles of academic freedom.
- 1.6 Appeal decisions affecting their rights, interests and welfare.
- 1.7 Not be subjected to exploitation, harassment (in words and in deeds), and cruel and/or unusual punishment.



## **ARTICLE VI** **THE COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY**

**Section 1.** The Commonwealth Information Technology is an Academic Organization that always towards the development of students' personal relationships and encouraging them to participate in group activities especially in academic competitions.

**Section 2.** The Commonwealth Information Technology Society shall compose of the President, Vice President for Research and Development, Vice President for Internal Affairs, Vice President for External Affairs, Secretary General, Budget and Finance Officer, Associate Budget and Finance Officer, Auditor, Business Manager, Public Affairs Officer and four Research and Development Commissioners all elected at large by the Polytechnic University of The Philippines, Quezon City Branch Bachelor of Science in Information Technology and Diploma in Information Communication Technology Students.

**Section 3.** The Commonwealth Information Technology Society President shall exercise authority over his/her cabinet.

**Section 4.** The Commonwealth Information Technology Society have the power to legislate, implement, approve and disapprove rules & regulations, policies and resolutions, programs and projects concerning its members.

**Section 5.** All decisions/resolutions made and passed by the Commonwealth Information Technology Society shall be approved by the required quorum and shall take effect after the required number of quorum voted as provided in other article and sections of this Constitution.

**Section 6.** The Commonwealth Information Technology Society shall be responsible for all its actions, decisions, programs, projects, activities and all other important matters concerning its members.

## **ARTICLE VII** **DUTIES AND RESPONSIBILITIES OF THE COMMONWEALTH** **INFORMATION TECHNOLOGY SOCIETY OFFICERS**

**Section 1.** The **President** shall have the following power, duties and responsibilities:

- 1.1 The President is the Chief Executive Officer of the Commonwealth Information Technology Society and s/he shall represent the Commonwealth Information Technology Society in all its official transactions.
- 1.2 Shall exercise over-all supervision and responsibility over the Society.
- 1.3 Shall determine the guidelines for policy-making and implementation.
- 1.4 Shall build up the integrity, strengthen camaraderie among its officers, and advance the interest, rights and welfare of the members.
- 1.5 Shall sign all communication letters, resolutions, memorandums and documents of the Society for official transaction.



- 1.6 Shall ensure the validity of any rule, regulation, resolution, memorandum, program, and special project of the Organization in accordance with existing rules and regulations of the Society, Council and the University.
- 1.7 Shall maintain the issuance of legal documents.
- 1.8 Shall handle the complaints and grievances of members and shall take and provide appropriate actions and solutions.
- 1.9 Shall enforce the provisions of this Constitution and all other rules and regulations that may be promulgated from time to time.
- 1.10 Shall have the sole jurisdiction to create positions, committees and special bureaus within the society as may be deemed appropriate and necessary.
- 1.11 Shall be part of the Council of Leaders Technical Working Committee – Legality, Peace and Conflict Resolution Committee and shall follow all the tasks given by the chairperson of the committee.

**Section 2. The Vice President for Research and Development** shall have the following power, duties and responsibilities:

- 2.1 Shall supervised the Research and Development Team.
- 2.2 Shall provide and maintain the demographic record of all members of the Society.
- 2.3 Shall be responsible in making accomplishment reports, evaluations and documentation of each activities/events of the Society.
- 2.4 Shall be responsible in making the annual action research
  - 2.4.1 The said research must address the needs of the members that can provide by the society.
- 2.5 Shall supervise the annual Extension Project of the University through the Society.
  - 2.5.1 Shall conduct a survey to partnered barangay personnel to identify their needs that can be conducted as an Extension Project.
  - 2.5.2 Shall serve as the bridge between Barangay and University Administration related to the Extension.
  - 2.5.3 Shall conduct an evaluation to the barangay personnel regarding the extension provided to them by the University.
- 2.6 Shall be responsible in gathering feedback and suggestions of the members after an activity, event, workshop, training and seminar
- 2.7 Shall perform other duties delegated by the President
- 2.8 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
- 2.9 Shall be part of the Council of Leaders Technical Working Committee – Research Groups and Teams Committee and shall follow all the tasks given by the chairperson of the committee.

**Section 3. The Vice President for Internal Affairs** shall have the following power, duties and responsibilities:



- 3.1 Shall assume the Office in case of the latter's absence, incapacity or resignation of the President.
- 3.2 Shall serve as the bridge of the organization to the University Administration.
- 3.3 Shall have the responsibility for the procurement of supplies needed by the organization.
- 3.4 Shall be responsible for the records of all supplies, equipment and furniture of the organization.
- 3.5 Shall ensure the rules, regulation, resolution memorandum, programs, special project and others that concern the organization.
- 3.6 Shall report all in-campus concerns relating to the implementation of programs, projects, and activities of the organization.
- 3.7 Shall maintain records of legal documents in the organization.
- 3.8 Shall ensure the functioning of all officers in the organization by proper orientation and supervision.
- 3.9 Shall perform other duties delegated by the President.
- 3.10 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
- 3.11 Shall be part of the Council of Leaders Technical Working Committee – Internal Programs, Projects and Activities Committee and shall follow all the tasks given by the chairperson of the committee.

**Section 4. The Vice President for External Affairs** shall have the following power, duties and responsibilities:

- 4.1 Shall serve as the bridge of the organization to the sponsors, speakers and other stakeholders outside campus.
- 4.2 Shall provide and keep track of the directory of sponsors for events, seminars, projects and activities.
- 4.3 Shall report all out-campus concerns relating to the implementation of programs, projects, and activities of the organization.
- 4.4 Shall perform other duties delegated by the President.
- 4.5 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
- 4.6 Shall be part of the Council of Leaders Technical Working Committee – External Programs, Projects and Activities Committee and shall follow all the tasks given by the chairperson of the committee

**Section 5. The Secretary General** shall have the following power, duties and responsibilities:

- 5.1 Shall control all publications of the Commonwealth Information Technology Society.
- 5.2 Shall sign all communication letters, resolutions, memorandums and documents of the Society for official transaction.
- 5.3 Shall record and keep the minutes of the meeting and circulars relating on the implementation of plans, programs, projects and activities of the organization.
- 5.4 Shall perform other duties delegated by the President.



5.5 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

**Section 6. The Budget and Finance Officer** shall have the following power, duties and responsibilities:

- 6.1 With the President shall be the only co-signatory of any check or withdrawal slip drawn against the bank account of the Society.
- 6.2 Shall be the Bookkeeper and Fund Administrator of the Society.
- 6.3 Shall record and keep control of the utilization of funds of the Society.
- 6.4 Shall maintain the proper documentation of cash receipts and disbursements of the Society.
- 6.5 Shall serve as the Treasurer of the Organization.
- 6.6 Shall provide and submit periodic, per project and activity financial report to the Council, the Student Affairs and to the Adviser for record-keeping and perusal.
- 6.7 Shall perform other duties delegated by the President.
- 6.8 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
- 6.9 Shall be part of the Council of Leaders Technical Working Committee – Business, Budget and Finance Committee Budget Division and shall follow all the tasks given by the chairperson of the committee.

**Section 7. The Auditor** shall have the following power, duties and responsibilities:

- 7.1 Shall check and countercheck the accounts and expenditures of the Society.
- 7.2 Shall verify and audit the financial reports of the Budget and Finance Officer.
- 7.3 In partnership with Internal Affairs regarding the inventory of materials, equipment and furniture of the organization. The auditor shall make an inventory of the Society's assets.
- 7.4 Shall report financial discrepancies concerning the Society to the President.
- 7.5 Shall perform other duties delegated by the President.
- 7.6 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
- 7.7 Shall be part of the Council of Leaders Technical Working Committee – Business, Budget and Finance Committee Audit Division and shall follow all the tasks given by the chairperson of the committee.

**Section 8. The Business Manager** shall have the following power, duties and responsibilities:

- 8.1 Shall be responsible for all fund-raising and income-generating projects and activities of the Society.
- 8.2 Shall check the validation of receipts issued by the Society.
- 8.3 Shall be responsible in coordinating and organizing special projects.
- 8.4 Shall perform other duties delegated by the President.



8.5 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

8.6 Shall be part of the Council of Leaders Technical Working Committee – Business, Budget and Finance Committee Business Division and shall follow all the tasks given by the chairperson of the committee

**Section 9. The Public Affairs Officer** shall have the following power, duties and responsibilities:

9.1 Shall coordinate and disseminate information, announcements and advisories between and among the Officers and the Members.

9.2 Shall keep the minutes of the meeting and circulars relating on the implementation of plans, programs, projects and activities of the organization for transparency.

9.3 Shall perform other duties delegated by the President.

9.4 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

9.5 Shall be part of the Council of Leaders Technical Working Committee – Public Information and Communication Committee and shall follow all the tasks given by the chairperson of the committee

**Section 10. The Research and Development Officers** shall have the following power, duties and responsibilities:

10.1 The Research and Development Team shall be composed of the Vice President for Research and Development and four Officers.

10.2 Shall assist the Vice President for Research and Development in all matters concerning the team.

10.3 Shall perform other duties delegated by the President

10.4 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.

10.5 Shall be part of the Council of Leaders Technical Working Committee – Research Groups and Teams Committee and shall follow all the tasks given by the chairperson of the committee.

**Section 11. The Class Representative** shall have the following power, duties and responsibilities:

11.1 All Class Presidents are automatically the Class Representative.

11.2 The Class President is the Chief Executive Officer of their respective class and s/he shall represent their class in the Society.

11.3 Shall exercise over-all supervision and responsibility over their class.

11.4 Shall coordinate and disseminate information to their section with proper supervision of the organization.

11.5 Shall report all class concerns relating to the implementation of programs, projects, and activities of the Society and the University

11.6 Shall ensure the functioning of all class officers by proper orientation and supervision.



- 11.7 The Vice President of the Class shall assume the position in case of the latter's absence, incapacity or resignation of the Class President.
- 11.8 Shall perform other duties delegated by the President.
- 11.9 Shall seek the approval of the President in all matters concerning his/her duties and responsibilities.
  
- 11.10 As a Class President, a Class Representative shall be part of the Council of Leaders Technical Working Committee – Legality, Peace and Conflict Resolution Committee and shall follow all the tasks given by the chairperson of the committee.

## ARTICLE VIII ELECTION OF THE OFFICERS

**Section 1.** The Commission on Election of CommITS has the sole jurisdiction in facilitating the CommITS officers' election. At the last General Assembly, the outgoing officers will introduce the new set of officers. The outgoing officers will turnover their respective position to the new set of officers and will have the oath of office.

**Section 2.** The member of the organization shall elect from among the candidates the President, Vice President for Research and Development, Vice President for Internal Affairs, Vice President for External Affairs, General Secretary, Budget and Finance Officer, Auditor, Business Manager, Public Affairs Officer and; Research and Development Officers.

**Section 3.** The Candidates must have the following qualification for validation:

- 3.1 He/she must be a bonafide member of CommITS and currently enrolled in the current semester.
- 3.2 Only 3<sup>rd</sup> or 4<sup>th</sup> year student can be a candidate for presidency.

**Section 4.** All Outgoing Officers shall act as the Commissioners for the Election.

4.1 The Commission on Election shall provide the following services:

- 4.1.1 To supervise and conduct the election, perform its duties in accordance with established election practices, carry and certify in writing the returns to the presiding officer.
- 4.1.2 To recommend to the students' effective measures to minimize all forms of election frauds and malpractice.
- 4.1.3 To register and accredit political parties in accordance with the laws.
- 4.1.4 To pass judgment on election protests concerning election returns and qualifications of candidates for elected position.
- 4.1.5 To report the results of elections to the members and the entire organization.

4.2 If an outgoing officer will run in any position for that election, he/she shall be excluded from facilitating the election.



**Section 5.** The Commission on Election has the sole jurisdiction in setting the timeframe of election.

**Section 6.** The outgoing President will act as the Commission on Elections Chairperson of the Society. He/she shall have the sole jurisdiction to create positions, committees and special bureaus within the commission as may be deemed appropriate and necessary.

**Section 7.** All decisions of the Commission on Election sitting en banc shall be final.

**Section 8.** There shall be a definite system to be observed in the election of the Commonwealth Information Technology Society officers.

**Section 9. Election**

- 9.1. Any kind of voting process can be used depending on the current situation of the organization.
- 9.2. The Commission on Election shall provide a guideline of the election.
- 9.3. Professors, students, staff or university officials are not allowed to stay inside the premises of the voting area.

**Section 10.** Cancellation of election shall be considered if the following occur:

- 10.1. If there is any conflict, damage or loss of election materials, natural calamities, or any suspicion that may be a barrier to have a truthful election, the commission may cancel the election.
  - 10.1.1. The chairperson may file an official statement declaring the reason of cancellation
  - 10.1.2. The commission shall reschedule the election period not more than 30 days from the canceled election.
  - 10.1.3. It must be approved by the two-third (2/3) members of commission thru resolution.

**Section 11.** Failure of election shall be considered if the following occur:

- 11.1. If there is no candidate for presidency elected from the election
- 11.2. Fifty percent (50%) of the total population of members did not participate in the said election
- 11.3. Twenty-Five percent (25%) of the total population of members file a formal complaint with regards to the result of election.
- 11.4. The election may be declared as failed if stated thru resolution, agreed upon by the commission and had set a new timeframe for another election.

**Section 12.** The newly elected officers shall be given an Oath of Office for the validity and proof of position assumed.



## **ARTICLE IX** **TURNOVER**

**Section 1.** The turnover is a ceremony, where the outgoing officers shall acknowledge the newly elected officers and other appointees of the president. This period is the official end of the outgoing term and the beginning of the incoming one.

**Section 2.** The outgoing officers shall provide the files and documents created at their term. They shall present it to the new set of officers and discuss its details.

**Section 3.** The outgoing officers shall conduct a training for the new set of officers to prepare themselves in handling the next term.

**Section 4.** The turn over shall start after introducing and the oath taking of the officers.

## **ARTICLE X** **ORGANIZATION'S FUND**

**Section 1.** The Commonwealth Information Technology Society shall maintain a society fund to consist of General Fund, collected funds paid by the members for organizational fee and Special Fund, funds earned from Income Generated Projects and collected funds donated by Sponsors.

**Section 2.** The General Fund shall be drawn from the members' organizational fee to be collected by the Society during the regular registration period of each semester.

**Section 3.** The Special Fund shall be those which are collected for specific purposes and which be disturbed for such purpose only.

**Section 4.** The General Fund shall be deposited in a bank and shall be used for purposes specifically authorized in the budget and duly approved by the Head of Student Affairs.

**Section 5.** The Commonwealth Information Technology Society President together with the Finance Officer shall submit a proposed semestral budget which shall be signed into law by the adviser.

**Section 6.** The audited semestral financial reports of the Commonwealth Information Technology Society shall be submitted to the adviser and to the University Internal Audit through the Student Affairs Head for the review.



## **ARTICLE XI** **ACCOUNTABILITY OF THE OFFICERS**

**Section 1.** Commonwealth Information Technology Society officer has the Society's trust. All officers must always be accountable to the Society whom they

should serve with utmost responsibility, integrity, loyalty, efficiency and nationalism.

**Section 2.** All officers shall hold office if he/she is enrolled for the current semester.

**Section 3.** All elective officials may be removed by impeachment on the grounds of culpable violation of this constitution:

- 3.1 Negligence of responsibilities & duties.
- 3.2 Betrayal in the Society's trust.
- 3.3 Bribery, treachery, sedition, graft and corruption and other high crimes.
- 3.4 Other acts which violates the aims or objectives of the Commonwealth Information Technology Society.

Other appointed officials may be recalled from the office with just and reasonable cause upon orders of the appointing authority.

**Section 4.** Any officer removed from office subjected to impeachment may be for cause by three-fourth ( $\frac{3}{4}$ ) votes of the officers upon conviction of grounds stated at Section 3 Article 12 of this constitution.

**Section 5.** The process of filing an impeachment shall be as follows:

- 5.1 A letter of intent with attach of any articles violated by the candidate must be submitted to the President
- 5.2 If the President is the candidate for impeachment, the letter must be submitted to the Council of Leaders.

**Section 6.** The Council of Leaders shall have the sole authority to initiate the proceedings on all cases of impeachment. Any student upon the representation of the Commonwealth Information Technology Society may also file a complaint of impeachment.

**Section 7.** When vacancy occurs by reason of resignation, withdrawal, or expulsion, the vacancy shall be filled thru appointment subject to the approval of three-fourth  $\frac{3}{4}$  of Commonwealth Information Technology Society Officers.



## **ARTICLE XII** **STUDENT DISCIPLINARY MEASURES**

**Section 1.** Any student offenses shall be subjected to disciplinary measures by the Commonwealth Information Technology Society through the member of the organization.

- 1.1 Shall be endorsed to the Student Affairs and Services Head for prior action.
- 1.2 The Student Affairs Head is responsible for rewards and sanctions.

## **ARTICLE XIII** **BUSINESS MEETINGS**

**Section 1.** General meeting shall be done twice a month.

**Section 2.** Special meetings may be called by the officers concerned or the adviser of the Society.

**Section 3.** The Public Affairs Officer shall notify concerned people at least two (2) days before the meeting.

**Section 4.** Quorum for Commonwealth Information Technology Society Meeting - 50% plus 1 member shall constitute a quorum. A simple majority vote of the executive board members shall be a valid act.

**Section 5.** The Officers shall hold bimonthly meeting, which will be presided by the President. However, for matters immediate concern, the President through the Vice President for Internal may call a special meeting.

**Section 6.** In case of absence of the President at the bimonthly meeting,

- 6.1 The Vice-President and Internal, shall preside the scheduled meeting.
- 6.2 In case of absence of the President and the Vice-Presidents, they shall select among themselves a substitute presider.

## **ARTICLE XIV**

### **ADVISER**

**Section 1.** The Society must have an Adviser.

**Section 2.** The Adviser must have the following qualifications:

- 2.1 He/she must be a full-time faculty member;
- 2.2 And an Information Technology Professor of Polytechnic University of the Philippines, Quezon City Branch.

**Section 3.** The Adviser shall have the following duties and responsibilities:

- 3.1 Shall sign all communication letters, resolutions, memorandums and documents of the Society for official transaction.
- 3.2 Shall guide the officers in all transactions concerning the Society.



**Section 4.** The Adviser shall have the following limitations:

- 4.1 The Adviser is not allowed in any way allowed to be the co-signatory of the Society's bank account or hold any amount of the Society's fund.
- 4.2 The Adviser is not allowed to have more than one advisories.

## **ARTICLE XV**

### **AMENDMENTS**

**Section 1.** This Constitution may be amended or revised only through an initiative by an affirmative vote of three-fourth ( $\frac{3}{4}$  or 75%) of the General Assembly present during a meeting, regular or special, called for that purpose or by majority vote of the entire Executive Board.



## Financial Report

FINANCIAL REPORT					
FOUNDATION WEEK 2019					
SEPTEMBER 16-20, 2019					
CASH WITHDRAWN		₱ 4,564.00			
CASH COLLECTED		0			
TOTAL CASH ON HAND		₱ 4,564.00			
DATE	DESCRIPTION	ITEMS USED FOR	AMOUNT per UNIT	QUANTITY	TOTAL
September 16, 2019	Lumpia Wrapper	Booth	15.00	2 pcs	30.00
	Sako Bag	Booth	12.00	1 pc	12.00
	Coffee Stick	Booth	5.00	8 pcs	40.00
	Transportation Expense Tricycle	Booth	20.00		20.00
	Pork Giniling	Booth	200.00	1 kl	200.00
	Magic Sarap	Booth	4.00	2 pcs	8.00
	Bawang	Booth	4.00	2 pcs	8.00
	Carrots	Booth	25.00	1 pc	25.00
	Paminta	Booth	5.00	1 pack	5.00
	White Onion	Booth	7.00	2 pcs	14.00
	Asin	Booth	5.00	1 pack	5.00
	Molo Wrapper	Booth	50.00	1 pack	50.00
	Cooking Oil	Booth	30.00	1 bottle	30.00
	Condensed Milk	Booth	30.00	6 cans	180.00
	Mr. Gulaman	Booth	15.00	5 pcs	75.00
	Mayo	Booth	25.00	2 packs	50.00
	Nestle Cream	Booth	65.00	1 pack	65.00
	Cheese	Booth	150.00	1 pack	150.00
TOTAL					967.00
September 18, 2019	Lumpia Wrapper	Booth	21.00	2 pcs	42.00
	Silver Container	Booth	13.00	1 pack	13.00
	Walis Tingting	Office Supply	25.00	1 pc	25.00
	Basahan	Office Supply	25.00	1pc	25.00
	Salad Cup	Booth	110.00	1 pack	110.00
	Tong	Booth	20.00	1 pc	20.00
	Superkalan	Booth	180.00	1 tank	180.00
	MS PUP Contribution	MS PUP Contribution			1,000.00
TOTAL					1,415.00
September	Salad Cup	Booth	₱ 110.00	1 pack	₱ 110.00



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Quezon City Branch

19, 2019		Cooking Oil	Booth	38.00	1 bottle	38.00
		Dishwashing Foam	Office Supply	10.00	1 pc	10.00
		Doreen Condensed Milk	Booth	38.00	4 cans	152.00
		All Purpose Cream	Booth	60.00	1 pack	60.00
		Egg	Booth	7.00	3 pcs	21.00
		Pork Savor	Booth	3.00	3 pcs	9.00
		Giniling	Booth	175.00	1 kl	175.00
		Sibuyas	Booth	7.00	1 pc	7.00
		Mr & Ms PUPQC Gown Rental	Gown Rental			1,000.00
September 24, 2019	University Quiz Bee Transportation Expense		Transportation Expense	150.00	4 pax	600.00
					TOTAL	2,182.00
					GRAND TOTAL OF EXPENSE:	₱ 4,564.00
					CASH INCOME FROM CHEESE STICK	100.00
					CASH INCOME FROM COFFEE JELLY	620.00
					CASH INCOME FROM LUMPIANG SHANGHAI	470.00
					TOTAL CASH INCOME:	1,190.00
					TOTAL CASH ON HAND:	4,564.00
					EXCESS AMOUNT:	₱ 0

Prepared by:

Angelika Palencia  
Budget and Finance, ORG

Checked by:

John Norry Yacap  
Auditor, ORG

Approved by:

Jerissa Mae Joelle S. Estoqu  
President, COMMITS

Submitted to:

PROF. DEMELYN E. MONZON  
Head, Student Affairs and Services



**FINANCIAL REPORT**

GENERAL ASSEMBLY AND TEAM BUILDING  
 AUGUST 16, 2019

CASH WITHDRAWN  
 CASH COLLECTED

₱ 1673.35

TOTAL CASH ON HAND

₱ 1673.35

DATE	DESCRIPTION	ITEMS USED FOR	AMOUNT per UNIT	QUANTITY	TOTAL
August 4, 2019	Copies Short	Evaluation	₱ 0.60	250 pcs	₱ 150.00
	Xerox Short	Evaluation	0.60	10 pcs	6.00
	Plastic	Games- Team Building	12.00	1 pack	12.00
	Double Sided Tape	Backdrop	35.00	1 pc	35.00
	Cutter	Games- Team Building	10.00	2 pcs	20.00
	Scotch Tape	Games- Team Building	22.00	1 pc	22.00
	White Cartolina	Games- Team Building	7.00	4 pcs	28.00
	Print Long	Games- Team Building	1.00	21 pcs	21.00
	Zesto Box	Games- Team Building	1.00	10 pcs	10.00
	Tissue	Games- Team Building	87.75	2 dozen	175.50
	5 oz Plastic Cups	Games- Team Building	15.00	2 pack	30.00
	Egg	Games- Team Building	6.00	20 pcs	120.00
	Folder Long	Games- Team Building	8.00	6 yards	60.00
	Garter	Games- Team Building	8.00	1 pc	8.00
	Cartolina	Games- Team Building	8.00	16 pc	128.00
	Cartolina	Games- Team Building	35.00	1 pc	35.00
	Scotch Tape	Games- Team Building	10.00	2 pcs	20.00
	Yarn	Games- Team Building	29.00	2 pcs	58.00
	Pail w/Cover	Games- Team Building	6.00	25 pcs	150.00
	Table Tennis Ball	Office Supply/Backdrop	15.00	2 pcs	30.00
	Marker	Games- Team Building	35.00	2 packs	70.00
	Vellum Paper	Backdrop	1.00	50 pcs	50.00
	Prints	Backdrop	1.00	10 pcs	10.00
	Prints	Backdrop	1.00	16 pcs	16.00
	Prints			TOTAL	1,344.50
August 16, 2019	Prints	Team Building Posts	1.00	10 pcs	10.00
	Choco Mucho Minis	Game Prizes	37.15	1 pack	37.15
	Choco Mucho White Choco Bar	Game Prizes	6.50	10 pcs	65.00
	Col.Champi Candy Choco	Game Prizes	28.30	1 pack	28.30
	Col.SChoko Candy Caramel	Game Prizes	27.80	1 pack	27.80
	JJ Chooey Toffee	Game Prizes	39.45	1 pack	39.45

Rothlener Bldg., PUP Quezon City Branch, Don Fabian St., Commonwealth Quezon City Phone: (Direct Lines)  
 9527817, 4289144, 9577817 Email: [commonwealth@pup.edu.ph](mailto:commonwealth@pup.edu.ph) / Website: [www.pup.edu.ph](http://www.pup.edu.ph)

"THE COUNTRY'S 1<sup>ST</sup> POLYTECHNIC U"



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Quezon City Branch

Mentos Candy Soda Kick	Game Prizes	38.65	1 pack	38.65
Ricoa Choco Flattops	Game Prizes	40.25	2 packs	80.50
Sando Bag L	Bag (Game Prizes)	2.00	1 pc	2.00
TOTAL				328.85
GRAND TOTAL OF EXPENSE:				₱ 1673.35
TOTAL CASH ON HAND:				₱ 1673.35
EXCESS AMOUNT:				₱ 0

Prepared by:

*[Signature]*  
Angelika Palencia  
Budget and Finance, ORG

Approved by:

*[Signature]*  
Jerissa Mae Joelle S. Estoque  
President, COMMITS

Checked by:

*[Signature]*  
John Norry Yacap  
Auditor, ORG

Submitted to:

PROF. DEMELYN E. MONZON  
Head, Student Affairs and Services



FINANCIAL REPORT BLOCKCHAIN SEMINAR SEPTEMBER 30, 2019					
DATE	DESCRIPTION	ITEMS USED FOR	CASH WITHDRAWN	₱	2,130.50
			CASH COLLECTED	₱	2,130.50
			TOTAL CASH ON HAND	₱	2,130.50
Spetember 28, 2019					
September 29, 2019	½ Styro	Backdrop	₱ 30.00	3	₱ 90.00
					TOTAL 90.00
	White Glue	Backdrop	10.00	2	20.00
	Prints Short	Backdrop	1	22	22.00
	Print Long	Backdrop	2.00	14	28.00
	Picture Frame	Sponsor Token	60.00	3	180.00
	Picture Frame	Sponsor Token	60.00	1	60.00
September 30, 2019	Certificate Holder	Sponsor Certificate	37.75	2	75.50
					TOTAL 385.50
	Double Sided	Backdrop	30.00	1	30.00
	Colored Printing	Sponsor Certificate	4.00	7	28.00
	Photo Print 8r	Sponsor Token	25.00	4	100.00
	Jollibee Chicken Meal	Sponsors Food	89.00	2	178.00
	Jollibee Chicken Meal	Sponsors Food	89.00	8	712.00
	Water	Sponsors Food	15.00	10	150.00
	Footlong	Organizers Food	55.00	14	385.00
	Lugaw	Organizers Food	22.00	1	22.00
	Softdrinks	Organizers Food	25.00	2	50.00
					TOTAL 1,655.00
					GRAND TOTAL OF EXPENSE: ₱ 2,130.50
					TOTAL CASH ON HAND: ₱ 2,130.50
					EXCESS AMOUNT: ₱ 0

Prepared by:

For: *[Signature]*  
Angelika Palencia  
Budget and Finance, ORG

Checked by:

For: *[Signature]*  
John Norry Yacap  
Auditor, ORG



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	JERISSA MAE JOELIE ESTOQUE
Student No.	2016-00166-CM-0
Organization	COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY
Position	PRESIDENT
Particulars	Amount
50 prints	50
TOTAL	50.00
<b>Purpose</b>	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<i>S. ESTOQUE, JERISSA</i>
Printed Name	ESTOQUE, JERISSA S.
Officer	ANNA C. FERNANDEZ
Date	8/4/19
Date	8/4/19

QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	ESTOQUE, JERISSA MAE JOELIE S.
Student No.	2016-00166-CM-0
Organization	COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY
Position	PRESIDENT
Particulars	Amount
2 ream paper	70.00
TOTAL	70.00
<b>Purpose</b>	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<i>S. ESTOQUE, JERISSA</i>
Printed Name	ESTOQUE, JERISSA MAE JOELIE S.
Officer	ANNA C. FERNANDEZ
Date	8/4/19
Date	8/4/19



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Quezon City Branch

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**QUEZON CITY BRANCH**

**CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Student	James Albert A. Ramirez	Student No.	J018-0056-CM-1
Organization	Commonwealth Information Technology Society	Position	ROT
Particulars		Amount	
egg (20 pcs)		120	
TOTAL		120.00	

**Purpose**

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Signature	Certified correct:	Noted by:	
Printed Name	James Albert A. Ramirez	MMA C. FERNANDEZ	
	Officer	Organization Adviser	
Date	8/9/19	Date	8/9/19

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**QUEZON CITY BRANCH**

**CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Student	James Albert A. Ramirez	Student No.	J018-0056-CM-1
Organization	Commonwealth Information Technology Society	Position	ROT
Particulars		Amount	
250 copies, short		50	
TOTAL		P 150.00	

**Purpose**

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Signature	Certified correct:	Noted by:	
Printed Name	James Albert A. Ramirez	A.C. FERNANDEZ	
	Officer	Organization Adviser	
Date	8/16/19	Date	8/16/19



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	RDT
Particulars	Amount
2 Pail w/ cover	58
25 Table Tennis Ball	150
2 Marker	20
TOTAL	288.00

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	James Albert A. Ramirez	A.C. FERNANDEZ
	Officer	Organization Adviser
Date	8/9/19	8/4/19

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	RDT
Particulars	Amount
10 pcg Folder long	(8.)
6 yrs barter	(10.)
1 Cartolina	8
TOTAL	148.

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	James Albert A. Ramirez	A.C. FERNANDEZ
	Officer	Organization Adviser
Date	8/9/19	8/4/19



Republic of the Philippines  
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Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	RDT
Particulars	Amount
16 pcs Cartolina	128
1 pc Scotch Tape	35
2 pcs Yarn	20
TOTAL	183.00 ✓

Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	
Printed Name	James Albert A. Ramirez
Officer	ALMA C. FERNANDEZ
Date	8/4/19
Date	8/4/19

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	RDT
Particulars	Amount
2 dozens tissue	175.50
TOTAL	175.50

Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	
Printed Name	James Albert A. Ramirez
Officer	AC FERNANDEZ
Date	8/4/19
Date	8/4/19



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	JAMES ALBERT A. RAMIREZ
Student No.	2018-00556-CM-1
Organization	COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY
Position	RDT
Particulars	Amount
500ml Plastic cups 2pc	70.00
TOTAL	70.00

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	JAMES ALBERT A. RAMIREZ	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/14/19	8/14/19

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	
QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Student No.	2018-00556-CM-1
Organization	Commonwealth Information Technology Society
Position	RDT
Particulars	Amount
Beets Huiz (10 pcs)	10
TOTAL	10

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	James Albert A. RAMIREZ	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/14/19	8/14/19



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	Rbt
Particulars	Amount
10 xerox short	₱ 6.00
TOTAL	₱ 6
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	James Albert A. Ramirez
	Officer
Date	Noted by:
	ACFEBR RIDER
	Organization Adviser

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	James Albert A. Ramirez
Organization	Commonwealth Information Technology Society
Position	Rbt
Particulars	Amount
PLAZA NC	12-
TOTAL	12-
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	James Albert A. Ramirez
	Officer
Date	Noted by:
	ALMA C. PERALTA
	Organization Adviser



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	JERISSA MAE JOELIE ESTOQUE
Student No.	2016-00166-CM-0
Organization	COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY
Position	PRESIDENT
Particulars	Amount
Double Sided Tape	35
TOTAL	35.00

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	JERISSA MAE JOELIE ESTOQUE	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/4/19	8/4/19

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	JERISSA MAE JOELIE ESTOQUE
Student No.	2016-00166-CM-0
Organization	COMMONWEALTH INFORMATION TECHNOLOGY SOCIETY
Position	PRESIDENT
Particulars	Amount
Cutter (2 pieces)	20
Scotch Tape	22
TOTAL	42.00

Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	JERISSA MAE JOELIE ESTOQUE	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/4/19	8/4/19



Republic of the Philippines  
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Quezon City Branch

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**QUEZON CITY BRANCH**

**CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Student James Albert A. Ramirez | Student No. JU1P-00556-CM-1  
Organization Commonwealth Information Technology Society  
Position RDT

Particulars	Amount
4 white Cartolina (7.00)	28.00
TOTAL	28.00

**Purpose**

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	James Albert A. Ramirez	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/9/19	8/14/19

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**QUEZON CITY BRANCH**

**CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Student James Albert A. Ramirez | Student No. JU1P-00556-CM-1  
Organization Commonwealth Information Technology Society  
Position RDT

Particulars	Amount
Prints Lenlo	21.00
TOTAL	21.00

**Purpose**

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:	Noted by:
Signature		
Printed Name	James Albert A. Ramirez	ALMA C. FERNANDEZ
	Officer	Organization Adviser
Date	8/9/19	8/14/19



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
QUEZON CITY BRANCH**

**CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Name of Student James Albert A. Ramirez | Student No. 2018-00556-CM-  
Organization Commonwealth Information Technology Society  
Position RDT

Particulars	Amount
14 PRINTS	16.00
TOTAL	16.00

#### Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

	Certified correct:		Noted by:
Signature			
Printed Name	James Albert A. Ramirez		Acosta, Esq.
	Officer	Organization Adviser	
Date	8/17/19	Date	8/17/19

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
QUEZON CITY BRANCH**

## **CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS**

Pursuant to COA Circular No. 2017-001 dated June 19, 2017

Pursuant to COA Circular No. 2017-001 dated June 19, 2017  
Name of Student James Albert A. Ramirez      Student No. 2018-00556-CM  
Organization Commonwealth Information Technology Society  
Position RPT

Particulars	Amount
10 PRINTS	10/-
TOTAL	10.00

## Purpose

I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

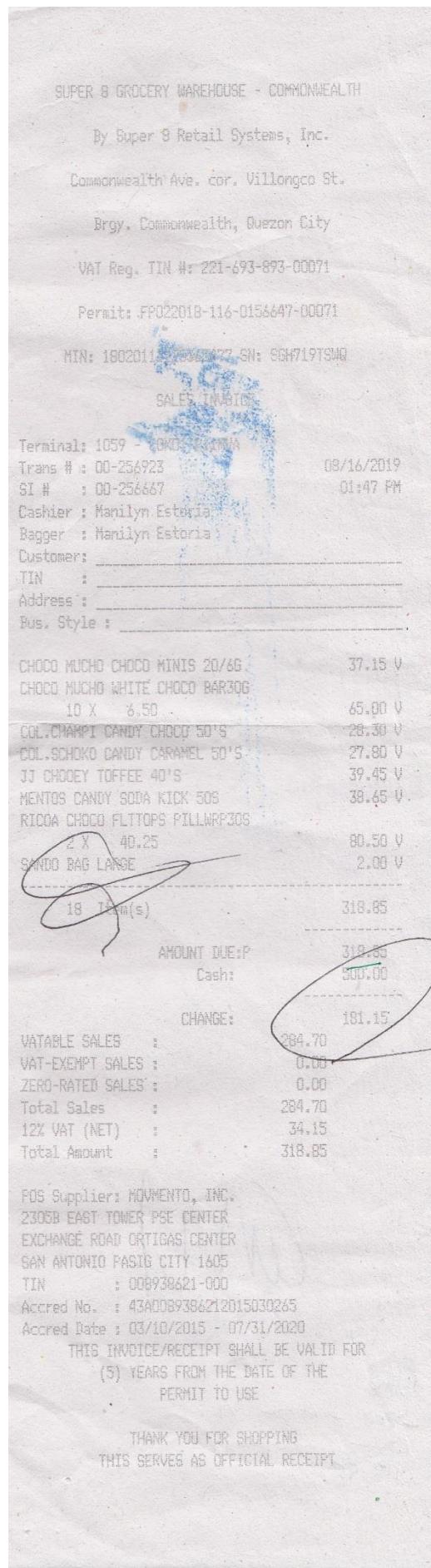
Certified correct:		Noted by:	
Signature			
Printed Name	James Albert A. Ramirez		
	Officer	Organization Adviser	
Date	8/14/19	Date	8/14/19



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	James Albert A. Ramirez	
Organization	Commonwealth Information Technology Society	
Position	ROT	
Particulars	Amount	
10 Prints	10.00	
TOTAL	10.00	
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	James Albert A. Ramirez	Arma C. Fernandez
	Officer	Organization Adviser
Date	8/16/19	Date 8/16/19



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Quezon City Branch





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Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19,2017	
Name of Student <u>RALPH TARLAC</u>	Student No. <u>2017-0010-</u>
Organization <u>COMMIT</u>	
Position <u>BUSINESS MANAGER</u>	
Particulars	Amount
<u>CHEESE</u>	<u>150</u>
TOTAL	<u>150.00</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<u>DM</u>
Printed Name	<u>RALPH TARLAC</u>
Officer	Organization Adviser
Date	<u>9/18/19</u>

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19,2017	
Name of Student <u>KAISHA LUPAZ</u>	Student No. <u>2018-00579-CM-1</u>
Organization <u>COMMIT</u>	
Position <u>PIO</u>	
Particulars	Amount
Egg	<u>21</u>
Pork Sparer	<u>9</u>
Boiling	<u>175</u>
Sibuyas	<u>7</u>
TOTAL	<u>212</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<u>KAISHA LUPAZ</u>
Printed Name	<u>KAISHA LUPAZ</u>
Officer	Organization Adviser
Date	<u>9/19/19</u>

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19,2017	
Name of Student <u>Jenissa Mae Joelle Estoque</u>	Student No. <u>2016-00166-CM-1</u>
Organization <u>COMMIT</u>	
Position <u>President</u>	
Particulars	Amount
<u>GILVER CONTAINER</u>	<u>13</u>
TOTAL	<u>13.00</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<u>DM</u>
Printed Name	<u>Jenissa Mae Estoque</u>
Officer	Organization Adviser
Date	<u>9/18/19</u>

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19,2017	
Name of Student <u>Jenissa Mae Estoque</u>	Student No. <u>2016-00166-CM-1</u>
Organization <u>COMMIT</u>	
Position <u>President</u>	
Particulars	Amount
Lumpia Wrappor	<u>2 (2)</u>
	<u>42</u>
TOTAL	<u>42</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature	<u>DM</u>
Printed Name	<u>Jenissa Mae Estoque</u>
Officer	Organization Adviser
Date	<u>9/18/19</u>



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	Student No.
Organization COMMITS	
Position	
Particulars	Amount
MILK	3
BANANA	3
CARROTS	25
PAMINTA	5
WHITE ONION	14
KGIN	5
TOTAL	65.00

**Purpose**  
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Certified correct:	Noted by:
Printed Name Officer	Organization Adviser
Date 9/16/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	Student No.
Organization COMMITS	
Position	
Particulars	Amount
MOLDO	10
OIV	10
TOTAL	20.00

**Purpose**  
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Certified correct:	Noted by:
Printed Name Officer	Organization Adviser
Date 9/16/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	Student No.
Organization COMMITS	
Position	
Particulars	Amount
CONDENSED MILK	100
MR. BULAMAN	75
MAPIO	50
CREAM	45
TOTAL	370.00

**Purpose**  
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Certified correct:	Noted by:
Printed Name Officer	Organization Adviser
Date 9/16/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student RALPH LAWRENCE TARLAC	Student No.
Organization COMMITS	
Position BUSINESS MANAGER	
Particulars	Amount
LINING	20
TOTAL	20.00

**Purpose**  
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.

Certified correct:	Noted by:
Printed Name Officer	Organization Adviser
Date 9/16/19	Date



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Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <u>Ralph Lawrence Torloc</u>	Student No. <u>2014-00166-CM-0</u>	
Organization <u>COMMITTEE</u>		
Position <u>Business Manager</u>		
Particulars	Amount	
<u>Super Kalam</u>	<u>180</u>	
TOTAL	<u>₱ 180.00</u>	
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<u>Ralph Lawrence Torloc</u>	<u>anfj</u>
	Officer	Organization Adviser
Date	<u>9/16/19</u>	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <u>Jenissa Mae Estoque</u>	Student No. <u>2014-00166-CM-0</u>	
Organization <u>COMMITTEE</u>		
Position <u>President</u>		
Particulars	Amount	
<u>Walis Tinting</u>	<u>25</u>	
<u>Bisachan</u>	<u>25</u>	
<u>Salad Cup</u>	<u>10</u>	
<u>Tong</u>	<u>20</u>	
TOTAL	<u>180.00</u>	
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<u>Jenissa Mae Estoque</u>	<u>anfj</u>
	Officer	Organization Adviser
Date	<u>9/16/19</u>	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <u>Estoque, Jenissa Mae</u>	Student No. <u>2014-00166-CM-0</u>	
Organization <u>COMMITTEE</u>		
Position <u>PRESIDENT</u>		
Particulars	Amount	
<u>SAVAD CUP</u>	<u>10</u>	
TOTAL	<u>₱ 10.00</u>	
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<u>ESTOQUE, JENISSA MAE</u>	<u>ALVIN C. FERNANDEZ</u>
	Officer	Organization Adviser
Date	<u>9/16/19</u>	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <u>Jenissa Mae Estoque</u>	Student No. <u>2014-00166-CM-0</u>	
Organization <u>COMMITTEE</u>		
Position <u>President</u>		
Particulars	Amount	
<u>Oil</u>	<u>58</u>	
<u>Dishwashing foam</u>	<u>10</u>	
TOTAL	<u>68.</u>	
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<u>Jenissa Mae Estoque</u>	<u>anfj</u>
	Officer	Organization Adviser
Date	<u>9/16/19</u>	Date



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student ESTIQUE, JERISSA	Student No. 2016-00166-CM-T
Organization COMMITTEE	
Position PRESIDENT	
Particulars	Amount
SACD BOAL	12
CPC COFFEE STICK	40
TRICYCLE - TRANSPORT EXPENSE	20
TOTAL ₱ 72.00	
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	ESTIQUE, JERISSA
	Officer
Date	9/16/19
Signature	Noted by:
Printed Name	
	Organization Adviser
Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student JERISSA MAE ESTIQUE	Student No. 2016-00166-CM-T
Organization COMMITTEE	
Position President	
Particulars	Amount
Dreen Condensed Milk 4 pcs	150
Magnolia All Purpose Cream 1 pc	60
TOTAL ₱ 212.00	
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	JERISSA MAE ESTIQUE
	Officer
Date	9/19/19
Signature	Noted by:
Printed Name	
	Organization Adviser
Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student	Student No.
Organization COMMITTEE	
Position	
Particulars	Amount
WRAPPER	30
TOTAL ₱ 30.00	
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	
	Officer
Date	9/16/19
Signature	Noted by:
Printed Name	
	Organization Adviser
Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student ESTIQUE, JERISSA	Student No. 2016-00166-CM-T
Organization COMMITTEE	
Position PRESIDENT	
Particulars	Amount
Footlong 14 pcs	365.00
Lugaw	22.00
Softdrinks 20s	50.00
TOTAL ₱ 457.00	
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Signature	Certified correct:
Printed Name	ESTIQUE, JERISSA
	Officer
Date	9/30/19
Signature	Noted by:
Printed Name	
	Organization Adviser
Date	



Republic of the Philippines  
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Quezon City Branch

ACKNOWLEDGEMENT RECEIPT		
Name: <u>JOHN CHRIS CAYETANO</u>	Program: <u>MR &amp; MS PUPQC (FOUNDATION WEEK)</u>	Date: <u>9/19/2019</u>
Amount Received: <u>ONE THOUSAND PESOS ONLY</u>	(P <u>1,000.00</u> )	
As payment for <u>MR &amp; MS PUPQC GOWN RENTAL</u>		
Received from:	Received by:	
<u>JERISSA MAE JOELLE S. ESTOQUE</u> 	<u>JOHN CHRIS CAYETANO</u>	

ACKNOWLEDGEMENT RECEIPT		
Name: <u>Edna Moana</u>	Program: <u>Ms. PUP (Sta. Mesa)</u>	Date: <u>9/18/19</u>
Amount Received: <u>One Thousand pesos Only</u>	(P <u>1,000.00</u> )	
As payment for <u>(contribution) for Ms. PUP</u>		
Received from:	Received by:	
<u>JERISSA MAE JOELLE S. ESTOQUE</u> 	<u>EDNA MOANA</u> 	



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <b>RALPH LAWRENCE TARLAC</b>	Student No.	
Organization <b>COMMITTEE</b>		
Position <b>BUSINESS MANAGER</b>		
Particulars	Amount	
PRINT LONG COLORED	24.00	
TOTAL 24.00		
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name <b>RALPH LAWRENCE TARLAC</b>		<i>[Signature]</i>
Officer	Organization Adviser	
Date <b>9/10/19</b>	Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <b>RALPH LAWRENCE TARLAC</b>	Student No.	
Organization <b>COMMITTEE</b>		
Position <b>BUS. MANAGER</b>		
Particulars	Amount	
PRINT LONG (COLORED)	32.00	
TOTAL 32.00		
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name <b>RALPH LAWRENCE TARLAC</b>		<i>[Signature]</i>
Officer	Organization Adviser	
Date <b>9/10/19</b>	Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <b>JERISSA ESTORQUE (RALPH LAWRENCE TARLAC)</b>	Student No.	
Organization <b>COMMITTEE</b>		
Position <b>PRESIDENT</b>		
Particulars	Amount	
PRINT LONG (COLORED)	72	
TOTAL 72.00		
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name <b>RALPH LAWRENCE TARLAC</b>		<i>[Signature]</i>
Officer	Organization Adviser	
Date <b>9/10/19</b>	Date	

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student <b>JERISSA ESTORQUE</b>	Student No. <b>2016-0046-001-0</b>	
Organization <b>COMMITTEE</b>		
Position <b>PRESIDENT</b>		
Particulars	Amount	
PHOTOCOPY	33	
TOTAL 33.00		
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name <b>JERISSA ESTORQUE</b>		<i>[Signature]</i>
Officer	Organization Adviser	
Date <b>9/10/19</b>	Date	



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student <u>JERISSA ESTOBUE</u>	Student No. <u>2016-00166-CM-D</u>
Organization <u>COMMITTS</u>	
Position <u>PRESIDENT</u>	
Particulars	Amount
XEROX	2
TOTAL	<u>20.00</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature <u>JERISSA ESTOBUE</u>	<u>✓</u>
Printed Name <u>Officer</u>	Organization Adviser
Date <u>9/26/19</u>	Date

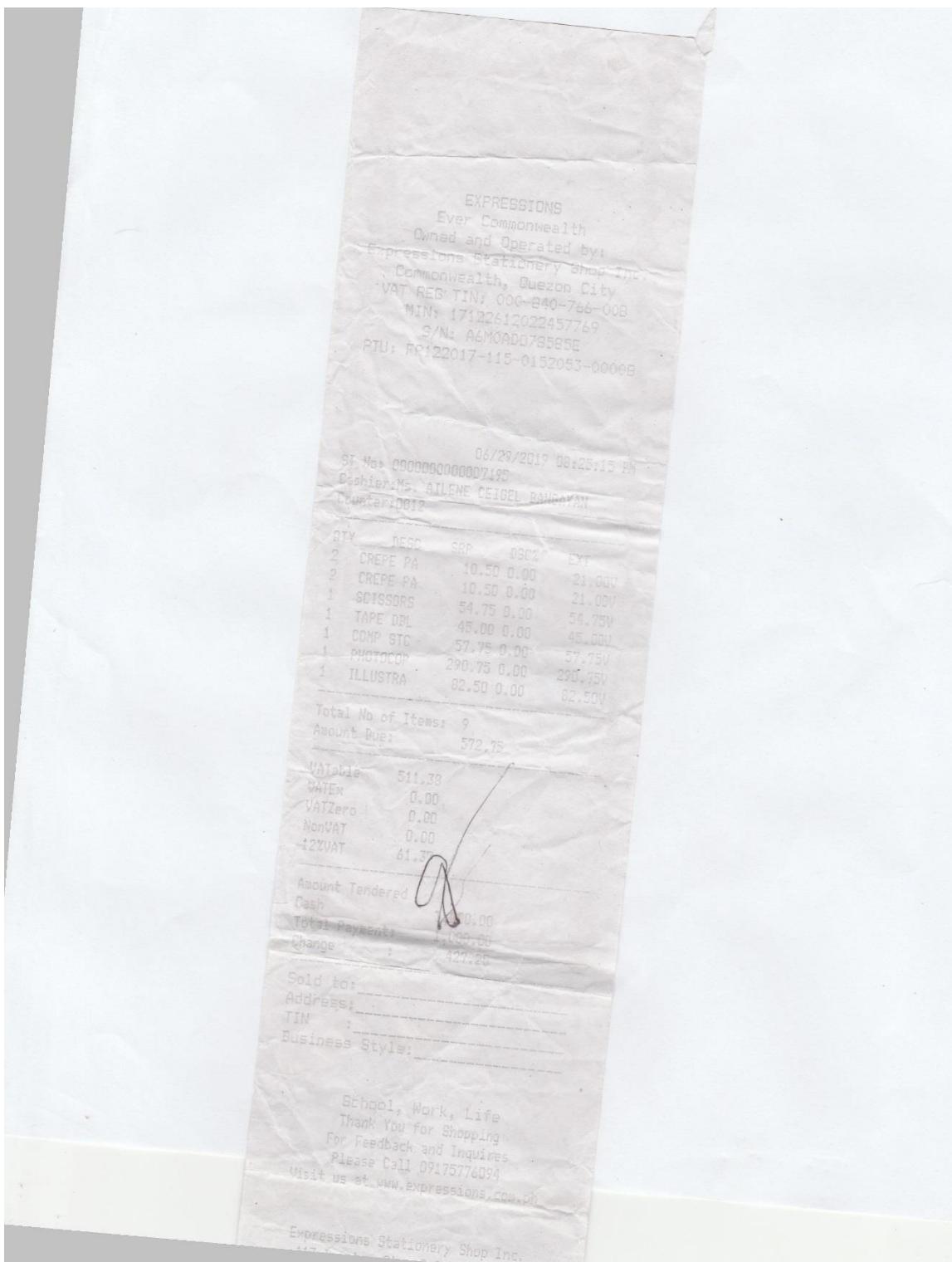
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student <u>JERISSA ESTOBUE</u>	Student No.
Organization <u>COMMITTS</u>	
Position <u>PRESIDENT</u>	
Particulars	Amount
XEROX	9
TOTAL	<u>9</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature <u>JERISSA ESTOBUE</u>	<u>✓</u>
Printed Name <u>Officer</u>	Organization Adviser
Date <u>9/26/19</u>	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student <u>JERISSA ESTOBUE</u>	Student No. <u>2016-00166-CM-D</u>
Organization <u>COMMITTS</u>	
Position <u>PRESIDENT</u>	
Particulars <u>TRANSP. EXPENSE</u>	Amount
BON TAPIAN - EDCA AURORA	20
EDCA - PUP	10
PUP - EDCA	10
EDCA - BON TAPIAN	20
TOTAL	<u>60.00</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature <u>JERISSA ESTOBUE</u>	<u>✓</u>
Printed Name <u>Officer</u>	Organization Adviser
Date <u>9/26/19</u>	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH	
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS	
Pursuant to COA Circular No. 2017-001 dated June 19, 2017	
Name of Student <u>JERISSA ESTOBUE</u>	Student No. <u>2016-00166-CM-D</u>
Organization <u>COMMITTS</u>	
Position <u>PRESIDENT</u>	
Particulars	Amount
PRB TRANSPD	
BON TAPIAN - AURORA (EDCA)	2 (20)
EDCA - PUP	2 (10)
PUP - EDCA	2 (10)
EDCA - BON TAPIAN	2 (20)
TOTAL	<u>120.00</u>
Purpose	
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.	
Certified correct:	Noted by:
Signature <u>JERISSA ESTOBUE</u>	<u>✓</u>
Printed Name <u>Officer</u>	Organization Adviser
Date <u>9/26/19</u>	Date



Republic of the Philippines  
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Quezon City Branch





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Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	ESEQUE, JERUSA MIE JOELLE S.	Student No. 2016-00166-CM-0
Organization	COMMIT	
Position	PRESIDENT	
Particulars		Amount
3 FRAME	60	180
1 FRAME	60	
		( )
TOTAL		240.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<i>ESTIQUE, JERUSA MIE JOELLE S.</i>	<i>nyj</i>
	Officer	Organization Adviser
Date	9/28/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	Angelika Patencia	Student No. 2018-001574-CM-1
Organization	COMMIT	
Position	Budget & Finance	
Particulars		Amount
1 Double - Sided Tape		30
		( )
TOTAL		30.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<i>Angelika Patencia</i>	<i>nyj</i>
	Officer	Organization Adviser
Date	9/28/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	Angelika Patencia	Student No. 2018-001574-CM-1
Organization	COMMIT	
Position	Budget & Finance	
Particulars		Amount
1/2 Styro	1pc(s) (9)	90
		( )
TOTAL		90.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<i>Angelika Patencia</i>	<i>nyj</i>
	Officer	Organization Adviser
Date	9/28/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	Angelika Patencia	Student No. 2018-001574-CM-1
Organization	COMMIT	
Position	Budget & Finance	
Particulars		Amount
2pcs White blue	(10)	20
		( )
TOTAL		20
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	<i>Angelika Patencia</i>	<i>nyj</i>
	Officer	Organization Adviser
Date	9/28/19	Date



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 Quezon City Branch

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	Angelika Polencia	Student No. 2018-00579-044
Organization	COMMITTEE	
Position	Budget & Finance	
Particulars		Amount
4 pcs Photo Print 6r	(24)	100
TOTAL		100.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	Angelika Polencia	
	Officer	Organization Adviser
Date	9/30/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	Angelika Polencia	Student No. 2018-00579-044
Organization	COMMITTEE	
Position	Budget & Finance	
Particulars		Amount
7 printing (Colored)	(14)	24
TOTAL		24.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	Angelika Polencia	
	Officer	Organization Adviser
Date	9/30/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	KERWIN BURCE	Student No. 2018-00587-044
Organization	COMMITTEE	
Position	VP RDT	
Particulars		Amount
22 Print short	1	22
14 Print long	2	28
TOTAL		50.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	KERWIN BURCE	
	Officer	Organization Adviser
Date	9/20/19	Date

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES QUEZON CITY BRANCH		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
Pursuant to COA Circular No. 2017-001 dated June 19, 2017		
Name of Student	ESTOQUE, JERISSA	Student No. 2018-00166-CMT
Organization	COMMITTEE	
Position	PRESIDENT	
Particulars		Amount
10pcs Water	(15)	150
TOTAL		150.00
Purpose		
I hereby certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipt. And that I am fully aware the willful falsification of statements is punishable by law.		
Signature	Certified correct:	Noted by:
Printed Name	ESTOQUE, JERISSA	
	Officer	Organization Adviser
Date	9/10/19	Date



Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

Owned and Operated by:  
Expressions Stationery Shop Inc.  
Ever Commonwealth Quezon City  
VAT REG TIN: 000-840-766-000  
MIN: 17122612022457768  
S/N: AGMOAD0792B1E  
PTU: FP122017-116-0152052-00008

09/29/2019 07:54:04 PM  
SI No.: 0000000000218447  
Cashier: Miss. MARICEL ESPERA  
Counter: 0011

QTY	DESC	SRP	DISC%	EXT
2	HOLDER C	37.75	0.00	75.50

Total No of Items: 2  
Amount Due: 75.50

VATable	47.41
VATEx	0.00
UATZero	0.00
NonVAT	0.00
12%VAT	8.09

Amount Tendered  
Cash: 100.00  
Total Payment: 100.00  
Change: 24.50

Sold to:  
Address:  
TIN:  
Business Style:

School, Work, Life  
Thank You for Shopping  
For Feedback and Inquiries  
Please Call 09173776094  
Visit us at [www.expressions.com.ph](http://www.expressions.com.ph)

Expressions Stationery Shop Inc.  
113 Dagohoy St., Caloocan City  
TIN: 000-840-766-000  
Acc. No.: 1160008407662016090576  
Acc. Issued Date: 12/14/2016  
Acc. Valid Until: 12/14/2021

"THIS INVOICE SHALL BE VALID FOR FIVE  
(5) YEARS FROM THE DATE OF THE  
PERMIT TO USE"



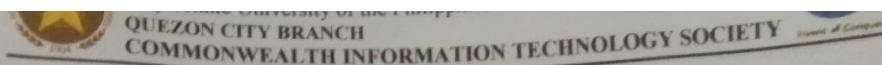
Republic of the Philippines  
**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

34

Twinkie Star Foods Corp. Jollibee Villanueva Commonwealth Market Villanueva B.C. VAT Reg TIN: 006-788-414-000 MIN:18050314014076486 762 6 25 144121 Take Home		
<b>Amount Due P178.00</b>		
CASH	P100.00	
Change	82.00	
QTY: 4		
Vatable Sales	P150.97	
VAT-Exempt Sales	P0.00	
VAT Zero-Rated Sales	P0.00	
VAT Amount(12%)	P19.07	
OR Number:0600039708		
Cashiers: Ruffa Mae Begardon TRXNN: 144121		
Date: 2019-09-30 Time: 2:14 PM		
<b>This serves as your Official Receipt.</b>		
Thank you, and please come again.		
We love to hear your feedback.		
Call: (02) 898-7777		
Text Only: (0917) 131-8000		
Email: feedback@jollibee.com.ph		
Website: www.jollibee.com.ph		
Cust Name _____		
Address _____		
TIN# _____		
Bus Style: _____		
Sweda Systems Philippines, Inc. 276 Rufino Tower, Makati City Vat Reg. TIN: 003-510-344-000 ACCR No.: 0470035103440000031451 Date Issued: 03/10/2005 and Valid until: 07/31/2020		
Serial #: _____ Permit #: _____ 41-MG238 FP052018-028-0167093-00000 THIS INVOICE/RECEIPT SHALL BE VALID FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE		
<b>Amount Due P712.00</b>		
Cash 1000 Pesos	P1,000.00	
Change	P288.00	
QTY: 16		
Vatable Sales	P635.71	
VAT-Exempt Sales	P0.00	
VAT Zero-Rated Sales	P0.00	
VAT Amount(12%)	P76.29	
OR Number:0600039681		
Cashiers: Ruffa Mae Begardon TRXNN: 144121		
Date: 2019-09-30 Time: 2:20 PM		
<b>This serves as your Official Receipt.</b>		
Thank you, and please come again.		
We love to hear your feedback.		
Call: (02) 898-7777		
Text Only: (0917) 131-8000		
Email: feedback@jollibee.com.ph		
Website: www.jollibee.com.ph		
Cust Name _____		
Address _____		
TIN# _____		
Bus Style: _____		
Sweda Systems Philippines, Inc. 276 Rufino Tower, Makati City Vat Reg. TIN: 003-510-344-000 ACCR No.: 0470035103440000031451 Date Issued: 03/10/2005 and Valid until: 07/31/2020		
Serial #: _____ Permit #: _____ 41-MG238 FP052018-028-0167093-00000 THIS INVOICE/RECEIPT SHALL BE VALID FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE		



## Communication Letter



August 13, 2019

**PROF. EDGARDO S. DELMO**  
*Director*  
*PUP Quezon City Branch*

THRU:

**PROF. DORIS B. GATAN**  
*Academic Head, PUP Quezon City Branch*

**PROF. ROSELLER MALABANAN**  
*Administrative Officer, Property Custodian*

**PROF. DEMELYN E. MONZON**  
*Head, Student Affairs and Services*

Dear Prof. Delmo:

The Commonwealth Information Technology Society (CommITS) of Polytechnic University of the Philippines, Quezon City Branch is a student organization of Bachelor of Science in Information Technology of the university that aims standard leadership, unity and equity for the betterment of its co-students.

As part of its endeavors, the organization will be conducting its annual **General Assembly and Team Building** this school year 2019-2020 with the theme "*Team IT to Win IT*".

We would like to request to use the PUPQC Ecumenical Chapel for its venue on **August 15, 2019** from **08:00 am – 04:30 pm**. Also, we would like to request the use of speakers for sound system.

We assure that safety measures and security will be observed by the organizers.

Attach in this letter is the concept paper for references.

We are looking forward to a favorable response and we thank you very much for your generosity and vigorous support to the students. God bless.

For the students we remain,

*[Signature]*  
**VIVERLYN SANTOS**  
*CommITS, Secretary General*

*[Signature]*  
**JERISSA MAE JOELLE ESTOQUE**  
*CommITS, President*

Noted by:

*[Signature]*  
**Prof. Alma Fernandez**  
*Adviser, CommITS*  
Rothlener Bldg. PUP Quezon City Branch, Don Fabian St. Commonwealth, Quezon City Phone:552-78-17/428-91-44/952-78-18  
Website: [www.pup.edu.ph](http://www.pup.edu.ph) email: [commonwealth@pup.edu.ph](mailto:commonwealth@pup.edu.ph)  
“THE COUNTRY'S 1<sup>st</sup> POLYTECHNICU”



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**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
Quezon City Branch

## Minutes of the Meeting



## Evaluation

### Commits General Assembly and Team Building

Table 1

**Likert Scale of the Respondents' Rate of Commits General Assembly and Team Building**

Numerical Value	Legends
5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

Table 2

**Corresponding Remarks for Likert Scale**

Score	Corresponding Verbal Interpretation
4.01 - 5.00	Excellent
3.01 - 4.00	Very Good
2.01 - 3.00	Good
1.01 - 2.00	Fair
0.00 - 1.00	Poor



**Table 3**

Statement	Mean	Verbal Interpretation	Rank
I. Facilities and Accommodation	4.04	Excellent	3
II. Venue	4.07	Excellent	1
III. Event Delivery	4.05	Excellent	2
<b>Average</b>	<b>4.05</b>	Excellent	

Table 3 show the gather data in the assessment of the events for both General Assembly and Team Building. Based on the outcome Rankings, the venue of the event rank 1 with garnering a mean of 4.07 verbal interpretation of excellent and the event delivery rank 2 with garnering mean of 4.05 while the facilities and accommodation is verbally interpretation of excellent earning a mean of 4.04. For overall rating of the Team Building and General Assembly is verbally interpreted excellent with total weight mean of 4.05.



Table 4 shows the overall legend for Facilities and Accommodation

**Table 4**

I. Facilities and Accommodation	5	4	3	2	1	Mean	Verbal Interpretation	Rank
A. Staff responsiveness	68	68	12	0	0	4.37	Excellent	1
B. Staff accommodation	54	76	18	0	0	4.24	Excellent	2
C. Event preparation	54	52	33	7	2	4.01	Excellent	4
D. Event Management	54	54	30	10	0	4.02	Excellent	3
E. Scheduling and timing	70	49	47	12	6	3.63	Very Good	6
F. Choice of facility/ venue	52	55	29	8	4	3.97	Very Good	5
Weight Average						4.04	Excellent	

Table 4 show the gather data in the assessment of the facilities and accommodation of the event General Assembly and Team Building. Based on the outcome rankings, the staff responsiveness ranked 1<sup>st</sup> with garnering a mean of 4.37 verbal interpretation of excellent. Commits staff accommodation is verbally interpreted excellent with earning a mean of 4.24, while the event management of commits staff is verbally interpreted excellent with earning a mean of 4.02. Also the event preparation of the staff is verbally interpreted excellent with earning a mean of 4.01 ranked 4. The choice of facility/ venue of the event is ranked 5<sup>th</sup> with a mean of 3.97 is verbally interpreted very Good. Scheduling and timing of the event is ranked 6<sup>th</sup> with a mean of 3.63 also with a verbal Interpretation of very good. Over all the facilities and accommodation is evaluated and assessed with average mean of 4.04 with a verbal interpretation excellent.



Table 5 shows the overall legend for Venue

**Table 5**

II. Venue	5	4	3	2	1	Mean	Verbal Interpretation	Rank
A. Clean and well ventilated	63	51	25	6	1	4.16	Excellent	1
B. Complete chairs and activities materials	61	51	29	5	2	4.11	Excellent	2
C. Spacious venue for team building and general assembly	67	41	27	11	2	4.07	Excellent	3
D. Sound system well-modulated and operating assembly	52	47	39	9	1	3.95	Very Good	4
Weighted Average						4.07	Excellent	

Table 5 show the gather data in the assessment of the venue of the event General Assembly and Team Building. Based on the outcome rankings, the Clean and well ventilated of the event is ranked 1st with garnering a mean of 4.16 verbal interpretation of excellent. Complete chairs and activities materials of the event is verbally interpreted excellent with earning a mean of 4.11, while the Sound system well-modulated and operating assembly of the event is verbally interpreted very good earning a mean of 3.95 ranked 4<sup>th</sup>. Over all the venue of the Commits for General Assembly and Team Building is evaluated and assessed with average mean of 4.07 with a verbal interpretation of excellent.



Table 6 shows the overall legend for Event Delivery

**Table 6**

III. Event Delivery	5	4	3	2	1	Weighted Average	Verbal Interpretation
A. What is your overall rating for the event	45	68	32	3	0	4.05	Excellent

Table 5 show the gather data in the assessment of the event delivery of the event General Assembly and Team Building. Based on the outcome of assessment, the overall rating of participants for the event is verbal interpretation of excellent with a weighted average of 4.05 Lastly, for about 30.40% of the participants believe that the event overall rating is excellent.

### **Comments/Suggestion**

Keep up the good work, Next Time sana yung makapal na tissue gamitin. I love the setting, Next time please make the event not a requirement, congrats Larger venue not too crowded, Goodluck to us all, I hope all of us will succeed someday, Facilitator must know the flow of event, Love you all, great experience, Cool experience for all students, Please think of games that everybody would love fun, pagkain haha, Very nice experience, It was fun though. Keep it up and for look upgrades, Announcement of date a head of time and sana next time must well prepared para cool



## Evaluation

### Blockchain

LEGEND	
5	Excellent
4	Very Good
3	Good
2	Fair
1	Poor

**Table 1**  
*Legend for the Evaluation Matrix*

CATEGORIES	5	4	3	2	1	MEAN	RANK
1. What is your overall rating for the event.	47	23	2	0	0	<b>4.62</b>	<b>1</b>
2. Registration/accomodation of participants.	42	22	8	1	0	<b>4.49</b>	<b>3</b>
3. Technicallity of the Event.	40	27	5	0	0	<b>4.48</b>	<b>4</b>
4. Relevance and Importance of the event.	52	13	1	0	0	<b>4.62</b>	<b>1</b>
5. Staff responsiveness	48	17	7	0	0	<b>4.56</b>	<b>2</b>
<b>WEIGHTED MEAN</b>						<b>4.55</b>	

**Table 2**

Table 2 show the gather data in the assessment of the event delivery of the event Blockchain. Based on the outcome of assessment, the overall rating of participants for the event is verbal interpretation of excellent with a weighted average of 4.55.