Student Information Labels

Title Label	Sample Question
Enrollment Requirements	What are the enrollment requirements?
Application Process	What is the application process for PUPQC?
Want to be Latin Honor?	How to qualify for Latin honors?
Courses in PUPQC	What courses are offered in PUPQC?

Title Label: Enrollment Requirements

Sample Question: What are the enrollment requirements?

Answer:
To enroll at PUP Quezon City, incoming students must provide the following:

- PSA/NSO Birth Certificate
- Senior High School Report Card (Form 138)
- Certificate of Good Moral Character
- 2x2 ID photo with white background
- Additional documents as required by the Admissions Office
  Accepted students must confirm their admission and submit original documents in person. PUPQC gives enrollment priority to students from the National Government Center Housing Project (NGCHP), in line with its mission to serve the urban poor.

Title Label: Application Process

Sample Question: What is the application process for PUPQC?

Answer:
Applicants must apply online via the PUP iApply portal at https://iapply.pup.edu.ph. There is no entrance exam; applicants are evaluated based on academic performance and socioeconomic status. Successful applicants will be notified through the portal or email. Upon acceptance, students must confirm their slot and submit required documents at the campus.

Title Label: Want to be Latin Honor?

Sample Question: How to qualify for Latin honors?

Answer:
To graduate with Latin honors at PUPQC, students must meet the following requirements:

GWA Requirements (based on the 2019 Student Handbook):

- **Summa Cum Laude:** GWA of 1.000 to 1.1500
- **Magna Cum Laude:** GWA of 1.1501 to 1.3500
- **Cum Laude:** GWA of 1.3501 to 1.6000

Other conditions:

- No failing (5.0), incomplete (INC), withdrawn (W), or dropped (DRP) grades
- No major disciplinary actions
- No unpaid financial obligations
- Shiftees are eligible if residency and academic conditions are met
- Transferees are **not eligible** unless from another PUP campus

---

Title Label: Courses in PUPQC

Sample Question: What courses are offered in PUPQC?

Answer:
Undergraduate Programs:

- BS in Information Technology (BSIT)
- BSBA major in Human Resource Management (BSBA-HRM)
- BSBA major in Marketing Management (BSBA-MM)
- BS in Entrepreneurship (BSENTREP)
- Bachelor of Public Administration, Fiscal Administration track (BPAFA)
- BBTLED major in Home Economics (BBTLEDHE)
- BBTLED major in ICT (BTLEDICT)
- Diploma in Office Management Technology, Medical Office Management (DOMTMOM)

Graduate Studies (via PUP Open University):

- Master in Information Technology
- Master in Educational Management
- Master in Public Administration

These programs aim to provide quality, affordable education to the youth of Quezon City and neighboring areas, especially those from underprivileged communities.

Polytechnic University of the Philippines – Quezon City Campus (PUPQC)

General Overview

- PUPQC is a satellite campus of the Polytechnic University of the Philippines.
- Located at Don Fabian Street, Barangay Commonwealth, Quezon City.
- Known for offering affordable and quality education aligned with the university's core values: Truth, Excellence, and Service.

Vision
To become a dynamic and excellent institution that produces competent and ethical graduates who contribute to national and global development.

Mission
To provide relevant and affordable education and training that develop globally competitive and socially responsible individuals.

Academic Programs

Undergraduate Courses

- Bachelor of Science in Information Technology (BSIT)
- Bachelor of Science in Business Administration – Human Resource Management (BSBA-HRM)
- Bachelor of Science in Business Administration – Marketing Management (BSBA-MM)

Graduate Studies

- Offered through the main campus.
- Available via cross-enrollment or extension programs.

Admission and Enrollment

For Freshmen (College)

1. **Application**
   o Apply through: https://iapply.pup.edu.ph
   o No entrance exam. Assessment is based on academic and socioeconomic background.
2. **Requirements (Scanned Copies)**
   o PSA/NSO Birth Certificate
   o Senior High School Report Card (Form 138)
   o 2x2 ID photo (white background)
   o Certificate of Good Moral Character
   o Additional documents may be required by the Admissions Office
3. **Evaluation and Notification**
   o Students are ranked and notified via the iApply portal and email.
4. **Confirmation and Submission**
   o Submit original documents (e.g., Form 138, Birth Certificate, Good Moral Certificate, Medical Certificate, ID photos).
5. **PUP-SIS**
   o Access the PUP-SIS website at https://sis2.pup.edu.ph/student/

For Transferees and Returnees

- Must submit Transcript of Records (TOR) and meet required qualifications.
- Readmission for AWOL or LOA students is handled by the Registrar.
- Note: Slots are very limited.

Enrollment After Admission

1. **Student Account Registration**
   o Use the PUP SIS platform to obtain your Student Number and login credentials.
2. **Subject Encoding**

- Coordinate with department or adviser to encode subjects.
3. **Certificate of Registration (COR)**
   - Generated and printed after subject validation and approval.

Tuition and Fees

- Tuition is free for qualified Filipino students under RA 10931.
- Some miscellaneous fees may still apply.
- Students must meet requirements to maintain their free tuition status.

Student Services and Facilities

- Library: Books, references, study spaces
- Clinic: Basic health and consultation services
- Guidance Office: Counseling, career support, mental health services
- Registrar: Manages records, TOR, diplomas, certifications
- Cashier: Payment of fees and documents
- OSAS: Oversees student organizations and activities
- Computer Labs: For academic and IT use

Student Life and Organizations

- Includes academic, advocacy, interest-based groups, and student publications.
- Student council handles student issues and events.
- Regular campus activities include:
   - University Week
   - Sportsfest
   - Seminars and Webinars
   - Cultural and Outreach Programs

Contact Information

- Website: https://www.pup.edu.ph
- Facebook: https://www.facebook.com/ThePUPQCCampusOfficial

- Address: Don Fabian Street, Barangay Commonwealth, Quezon City

---

Sample Student Questions (Natural Language Examples)

- How do I enroll in classes?
- When are the finals scheduled?
- Where can I view my grades?
- What courses are offered at PUPQC?
- How do I contact the Registrar's Office?

Campus Officials

Name	Position
Jaime P. Gutierrez, Jr.	Campus Director
Demelyn E. Monzon, Ph.D.	Head, Office of Academic Programs
Philip SJ. Soberano	Head, Administrative and Quality Management System
Alma C. Fernandez	Head, Office of Student Affairs and Services
Berna A. Bulawit	Officer-in-Charge, Accounting Services
Irynne P. Gatchalian	Collecting and Disbursing Officer
Cleotilde B. Servigon	Campus Registrar
Cherrylyn P. Esparagoza	In-charge, Admissions Office
Melanie F. Bactasa	Guidance Counselor / In-charge, Career and Placement Office
Mary Grace I. Cruz	Quality Assurance and OJT Coordinator
Dr. Melissa P. Sarapuddin	Campus Physician
Roberto B. Doromal	Laboratory Head and ICTO Coordinator
Geronimo A. Cuadra	Officer-in-Charge, Scholarship and Financial Assistance
Merly B. Gonzalbo	Collecting Officer
Johny Rey P. Palmes	Acting Security Officer

Administrative Staff

Name	Position
Ma. Cristina T. Abad	Administrative Aide III
Ednalyn A. Bataller	Administrative Aide IV
Geronimo A. Cuadra	Administrative Assistant II
Edgardo C. Dandan	Emergency Administrative Aide III
Jean-Paul D. De Guzman	Emergency Administrative Assistant II
Merly B. Gonzalbo	Administrative Officer II
Hernando Dr. Liberato	Administrative Aide III
Johnny Rey P. Palmes	Security Guard II
Melissa P. Sarapuddin, MD	Medical Officer III
Richard S. Zubiaga	Emergency Administrative Aide III