

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



CITIZEN'S CHARTER

www.pup.edu.ph



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

CERTIFICATION OF COMPLIANCE

This is to certify that the **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES** has complied with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, and the person whose signature appears below hereby declares and certifies the following truths:

1. That the **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES** has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and Mission of the agency
 - b. Frontline services offered
 - c. Step-by-step procedure in availing of frontline services
 - d. Employees responsible for each step
 - e. Time needed to complete the procedure
 - f. Amount of fees
 - g. Required documents
 - h. Procedure for filing complaints

2. That the Citizen's Charter is posted as information billboards in all the service offices of the **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES** that deliver frontline services.

3. That the Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.

4. The Citizen's Charter is published, written either in English, Filipino or in the local dialect.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of December 2012 in Sta. Mesa, Manila, Philippines.


Dr. EMANUEL C. DE GUZMAN
Agency Head

Table of Contents

VISION	6
MISSION	6
PHILOSOPHY	6
STRATEGIC OBJECTIVE: 8-POINT AGENDA	7
SHARED VALUES	7
FEEDBACK AND REDRESS MECHANISMS	8
FILING A COMPLAINT	9
FRONTLINE SERVICES	10
ADMISSION AND REGISTRATION OFFICE (ARO)	11
FRESHMAN ADMISSION	11
ENROLLMENT FOR HIGHER YEAR LEVEL WITH SIS ACCOUNT.....	15
READMISSION	16
ACCREDITATION OF SUBJECTS TAKEN FROM OTHER COLLEGE/DEPARTMENT (FOR SHIFTERS/RETURNING STUDENTS).....	18
OFFICE OF THE SCHOLARSHIP AND FINANCIAL ASSISTANCE (OSFA)	20
ENTRANCE SCHOLARSHIP	20
HOW TO AVAIL OF THE SERVICE	22
RESIDENT SCHOLARSHIP	24
HOW TO AVAIL OF THE SERVICE	24
FINANCIAL AID GRANT OR SERVICE GRANT.....	25
HOW TO AVAIL OF THE SERVICE	26
WORK-STUDY-PLAN OR STUDENT ASSISTANT	27
HOW TO AVAIL OF THE SERVICE	28
SPONSOR A SCHOLAR PROGRAM	30
HOW TO SPONSOR A SCHOLAR	30
GUIDANCE, COUNSELING AND TESTING CENTER (GCTC)	32
COUNSELING.....	32
SECURING EXCUSE SLIP/S	33
TESTING SERVICE	34
CAREER DEVELOPMENT AND PLACEMENT OFFICE (CDPO)	36
JOB POSTING.....	36
TRADITIONAL POSTING/ON-LINE POSTING	38
JOB FAIR.....	41
PARTNERSHIP.....	43
MOCK RECRUITMENT/CAREER TALK/PRE-EMPLOYMENT ORIENTATION SEMINAR	44
REFERRAL/RECOMMENDATION LETTER.....	48
CAREER GUIDANCE/PRE-EMPLOYMENT SEMINAR / CAREER TALK	49
JOB ANNOUNCEMENTS	50
NINOY AQUINO LIBRARY AND LEARNING RESOURCES CENTER (NALLRC)	51
ISSUANCE OF LIBRARY CLEARANCE	51
ISSUANCE OF REFERRAL LETTER	53

AVAILING THE USE OF MULTI-MEDIA SERVICES	54
PUP OPEN UNIVERSITY	58
OFFICE OF THE REGISTRAR	58
ADMISSION AND REGISTRATION	60
APPLICATION FOR ADMISSION: BACCALAUREATE AND POST BACCALAUREATE DEGREE	62
APPLICATION FOR OU ENTRANCE EXAMINATION	63
APPLICATION FOR OU ENTRANCE EXAMINATION: MASTER’S DEGREE	64
ENROLLMENT OF NEW STUDENTS	66
ENROLLMENT OF NEW STUDENTS: BACCALAUREATE AND POST BACCALAUREATE DEGREE.....	67
ADMISSION OF NEW STUDENTS.....	69
ADMISSION OF NEW STUDENTS: MASTER’S DEGREE.....	70
ENROLLMENT OF OLD UNDERGRADUATE AND GRADUATE STUDENTS THROUGH THE STUDENT INFORMATION SYSTEM (SIS)	73
ENROLLMENT.....	75
ENROLLMENT OF OLD STUDENTS: STUDENT INFORMATION SYSTEM	76
ENROLLMENT OF OLD STUDENTS: MANUAL	78
APPLICATION FOR RE-ADMISSION.....	80
APPLICATION FOR CROSS EROLLMENT.....	83
APPLICATION FOR CROSS EROLLMENT: STUDENT INFORMATION SYSTEM (SIS)	86
APPLICATION FOR ACCREDITATION OF SUBJECT/S	88
REQUESTS FOR TUTORIAL CLASS.....	90
APPLICATION FOR COMPLETION OF GRADES.....	93
APPLICATION FOR DROPPING OF COURSE/SUBJECT	95
APPLICATION FOR SHIFTING.....	97
APPLICATION FOR LEAVE OF ABSENCE.....	99
APPLICATION FOR INTEGRATED COMPREHENSIVE EXAMINATION (ICE)	101
APPLICATION FOR GRADUATION.....	103
REQUEST FOR CREDENTIALS	105
OFFICE OF NON TRADITIONAL STUDY PROGRAM (NTSP) AND EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP).....	108
CLIENTS FOR NTSP	108
CLIENTS FOR ETEEAP.....	108
ADMISSION	110
ADMISSION FOR ETEEAP CLIENTS PER E.O.330	111
ENROLLMENT.....	118
ENROLLMENT FOR BOTH ETEEAP AND NON TRADITIONAL STUDIES	118
APPLICATION FOR GRADUATION	120
APPLICATION FOR GRADUATION.....	122
OFFICE OF INTERNATIONAL AFFAIRS.....	124
FOREIGN STUDENT APPLICATION	124
INTERNATIONAL PARTNERSHIP AGREEMENT/ LINKAGE	124
FOREIGN STUDENT APPLICATION.....	125
ADMISSION	126
STUDENT VISA CONVERSION/SPECIAL STUDY PERMIT.....	129

APPLICATION FOR INTENSIVE ENGLISH COURSE	133
INTENSIVE ENGLISH COURSE	134
ENROLLMENT.....	136
RENEWAL/EXTENSION OF STUDENT VISA	138
INTERNATIONAL PARTNERSHIP AGREEMENT / LINKAGES.....	141
PUP GRADUATE SCHOOL.....	144
GRADUATE SCHOOL REGISTRAR’S OFFICE.....	144
ADMISSION	145
REGISTRATION	146
ENROLLMENT.....	146
RE-ADMISSION	150
CROSS ENROLLMENT	151
ACCREDITATION OF SUBJECT/S TAKEN IN OTHER SCHOOLS	152
COMPLETION OF GRADES.....	154
DROPPING AND CHANGING OF SUBJECT	155
APPLICATION FOR SHIFTING/CHANGE OF CURRICULUM	156
COMPREHENSIVE EXAMINATION.....	158
APPLICATION FOR GRADUATION	159
PROCESSING OF CREDENTIALS	161
INSTITUTE FOR DATA AND STATISTICAL ANALYSIS.....	165
APPENDIX	167
FEEDBACK FORM	168

Vision

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

Mission

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

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

Philosophy

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

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

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

Strategic Objective: 8-Point Agenda

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

Shared Values

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

Feedback and Redress Mechanisms

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

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

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

Dr. Edgardo A. Latoza
Assistant to the Vice President for Student Services
716-7832 to 45 local 210
avpss@pup.edu.ph

or

Dr. Armando A. Torres
Director, Office of Student Services
716-7832 to 45 loc. 352
oss@pup.edu.ph

Thank you for helping us continuously improve our services.

Filing a Complaint

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

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

Office of the Vice President for Administration

7168979 or 7167832 to 45 local 214 and 216

Office of the Vice President for Academic Affairs

7166307 or 7167832 to 45 local 206 and 207

Office of the Vice President for Student Services

7157760 or 7167832 to 45 local 209 and 210

FRONTLINE SERVICES

1. ADMISSION AND REGISTRATION OFFICE (ARO)
2. OFFICE OF THE STUDENT SERVICES (OSS)
 - a. OFFICE OF THE SCHOLARSHIP AND FINANCIAL ASSISTANCE (OSFA)
 - b. GUIDANCE, COUNSELING AND TESTING CENTER (GCTC)
 - c. CAREER DEVELOPMENT AND PLACEMENT OFFICE (CDPO)
3. UNIVERSITY CENTER FOR CULTURE AND THE ARTS (UCCA)
4. UNIVERSITY REGISTRAR (UR)
5. NINOY AQUINO LIBRARY AND LEARNING RESOURCES CENTER (NALLRC)
6. OPEN UNIVERSITY (OU)
7. OFFICE OF ETEEAP AND NTSP
8. OFFICE OF INTERNATIONAL AFFAIRS (OIA)
9. GRADUATE SCHOOL
10. INSTITUTE FOR DATA AND STATISTICAL ANALYSIS

ADMISSION AND REGISTRATION OFFICE (ARO)

About the Service

The Admission and Registration Office facilitates and processes freshman, returning and transferee applications. It also processes applications of students desiring to shift from one course to another.

The Admission and Registration Office also coordinates with the Guidance and Counselling Office in the conduct of the PUP College Entrance Test for the Mabini Campus and other campuses. The Office orients faculty and employees in the administration of the PUPCET.

Tel. Number: 716-7832 loc. 287

FRESHMAN ADMISSION

Description of Service:

The ARO processes and facilitates the applications of high school students who passed the PUPCET for ENROLLMENT. The Office scrutinizes the applicants' application documents as to authenticity and as to whether the applicant is qualified for admission or not.

Fees :

Php 500 (Local), \$500 (International)

Total Processing Time: 3 mins to 10 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Apply for PUP College Entrance Test and select an intended Campus and Program by completing and submitting the online application.	Admission and Registration Office (ARO) Chief Elena D. Abeleda www.pup.edu.ph	PUP Main Campus, Room 115, Ground Floor, West Wing	Completely filled-up online application form
2. International Students may inquire directly from the Office of International Affairs (OIA)	Office of International Affairs (OIA) Director Sanjay Claudio	PUP Main Campus, 2 nd Floor, South Wing	Passport TOR Student Visa/Study Permit TOEFL Certificate or its equivalent Letter of

			Recommendation from sponsoring Agencies and /or from an Embassy/Consular Officer of Country of Origin Education Certificate/Diploma Personal History Statement Certificate of Good Moral Character Bank Certificate Medical Clearance 2pcs 2x2 photos with white background Alien Certificate of Registration
3. Go to the nearest Landbank Branch nationwide to remit payment.	Any Landbank Branch		Applicants Copy of Printed Payment Voucher
4. Request for your PUPCET Permit personally. The Admission Officer will validate your application in the PUPCET Data Base. If validated, you will be asked to have your digital photo taken. The Admission Officer will print your PUPCET Test Permit and send it to you.	Admission and Registration Office (ARO) Admission Staff	PUP Main Campus, Room 107, Ground Floor, West Wing	Receipt of Payment Landbank Deposit Slip School ID
5. Go to the PUP Testing Center, 30 mins before your time schedule as printed in your PUPCET Permit.	Guidance, Counseling and Testing Center (GCTC) Ms. Rose Merza	PUP Main Campus, 2 nd Floor, Charlie Del Rosario Building	PUPCET Permit 2pcs Mongol Lead No. 2 Pencil
6. Visit the PUP Website for online confirmation of your scheduled date of processing of	www.pup.edu.ph		

credentials, interview and ENROLLMENT			
7. Fill out the Student Admission Records Form I (SAR Form 1)	www.pup.edu.ph		PUPCET Result High School Average Grade of at least 82%
8. Click the PRINT button to print the SAR Form 1 with Route and Approval Slip	www.pup.edu.ph		Confirmation Slip
9. If your final Grade in English is 80% or lower, take the English Placement Test (EPT).	College of Languages and Linguistics, now College of Arts and Letters Office of the Dean/Chairperson	PUP Main Campus, English Department Office, 2 nd Flr., North Wing	Route and Approval Slip Payment Php 150
10. On the scheduled date of processing your credentials, follow the steps in ENROLLMENT as reflected in your SAR Form 1.	Admission and Registration Office (ARO) ARO Staff	PUP Main Campus, Room 107, Ground Floor, West Wing	Required Documents as indicated in your confirmation slip.
End of Transaction			

ENROLLMENT FOR HIGHER YEAR LEVEL WITH SIS ACCOUNT

Description of Service:

The ARO processes and facilitates the ENROLLMENT applications of higher year level students with SIS Accounts.

Fees : Varies

Total Processing Time: 2-3 Days

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Log in for Online Registration	www.pup.edu.ph		
2. Check your assessment	SIS Module		
3. Pay your assessed total miscellaneous and tuition fees	Any Landbank Branch Bank Teller	Any Landbank Branch	Payment Voucher Landbank's Copy
4. Claim your Registration Certificate	Admission Officer assigned in your College	West Wing Ground Flr. Rm, 107	Official Receipt of Payment; Latest Registration Certificate
End of Transaction			

READMISSION

Description of Service:

The ARO processes and facilitates the applications for readmission of students with SIS Accounts.

Fees : Varies

Total Processing Time: 1-2 Days

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
<p>1. Request Informative Copy of Grades (if you stopped for one (1) semester</p> <p>Transcript of Records (TOR) if you stopped for 2 years or more from the date of last enrollment in PUP</p>	<p>Admission and Registration Office (ARO)</p> <p>ARO Staff</p>	<p>PUP Main Campus, Records Section, Room 116, West Wing</p>	<p>Clearance Form with signature/Approval of concerned office</p> <p>Payment of 150.00</p>
<p>2. Go to the Admission and Registration Office (ARO) and fill out an application form.</p>	<p>Admission and Registration Office (ARO)</p> <p>Chief Elena D. Abeleda</p>	<p>PUP Main Campus, Room 115, Ground Floor, West Wing</p>	<p>Informative copy of grades/TOR</p>
<p>3. Go to the Admission and Registration Office (ARO) and fill out an application form.</p>	<p>Admission and Registration Office (ARO)</p> <p>Chief Elena D. Abeleda</p>	<p>PUP Main Campus, Room 115, Ground Floor, West Wing</p>	<p>Informative copy of grades/TOR</p>
<p>4. Secure Clearance from</p>	<p>Accounting Office</p>	<p>South Wing Ground Floor, Main Building</p>	<p>Application form for readmission and</p>

the following Offices:	University Medical Clinic	East Wing, Ground Floor, Main Building	latest Certificate of Registration (CoR)
			Latest Registration Certificate Readmission Form x-ray result
5. Apply for academic evaluation and approval of readmission	Dean/Chairperson	PUP Main Campus, 2nd Floor, North Wing	
6. Proceed to ARO and get Readmission Certificate	Admission and Registration Office (ARO) Chief Elena D. Abeleda	PUP Main Campus, Room 115, Ground Floor, West Wing	Certificate of Academic Grades TOR issued by the UR Curriculum Sheet
End of Transaction			

ACCREDITATION OF SUBJECTS TAKEN FROM OTHER COLLEGE/DEPARTMENT (FOR SHIFTERS/RETURNING STUDENTS)

Description of Service:

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

Fees : Php 100.00

Total Processing Time: 30 minutes

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Pay the Fee for change of program/curriculum	Cashier's Office Staff	PUP Main Campus, Cashier's Office, Ground Floor, South Wing	Original copy of Certificate of Registration (CoR)during your first year of admission in PUP
2. Secure application Form for Accreditation of subjects taken.	Admission and Registration Office (ARO) Chief Elena D. Abeleda	PUP Main Campus, Room 115, ARO, West Wing	Current Certificate of Registration (CoR)
3. Request the approval of the subjects to be credited	Dean/Chairperson	College where the subject is offered PUP Main Campus, 2nd Floor, North Wing	Approved Shifting Form
4. Pay the accreditation fee	Cashier Staff	PUP Main Campus, Cashier's Office, Ground Floor, South Wing	Official Receipt of payment for the approved accredited subjects
5. Secure signature/ approval/endorsement for encoding in the SIS	Admission and Registration Office (ARO) Chief Elena D. Abeleda	PUP Main Campus, Room 115, ARO, West Wing	Scholastic Record issued by the Student Records Office (SRO) signed by the posting clerk and the chief of SRO

<p>6. Submit a copy of the Approved List of Accredited subjects for evaluation and payment advise</p>	<p>University Registrar Director, Information and Communication Technology Center (ICTC)</p>	<p>PUP Main Campus, Office of the University Registrar, Ground Floor, West Wing Ninoy Aquino Library and Learning Resources Center (NALLRC)</p>	<p>Receipt of Payment 1 Copy for OUR 1 Copy for Information and CTC (with OUR acknowledgement)</p>
<p>End of Transaction</p>			

OFFICE OF THE SCHOLARSHIP AND FINANCIAL ASSISTANCE (OSFA)

About the Service

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

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

Tel. Number: 716-7832 loc. 339

ENTRANCE SCHOLARSHIP

Description of Service:

Academic Scholarships – Valedictorian, Salutatorian, First Honorable Mention

Non-Academic Scholars – Campus Journalist, President of High School Supreme Student Council, Achiever/Awardee, Outstanding Artist, Outstanding Athlete

Fees:

Entrance Fee: P500.00

Bank Service Charge: P25.00

Total Processing Time: 5 - 7 Days

General Requirements:

1. Certification from the School Principal/Head (with dry seal)
2. Certification of Good Moral Character (with dry seal)
3. CTC of Birth Certificate authenticated by National Statistics Office (NSO)
4. High School Card (Form 138)
5. Commencement Exercises Program with the List of Graduates
6. ITR of parent or guardian or Certification of Non-Payment of IT from Barangay
7. 4 pieces of Passport – size photo with name plate

Qualifications for Academic Scholarships – Valedictorian, Salutatorian, First Honorable Mention

(Present General Requirements)

Qualifications for Non - Academic Scholarships – President of High School Supreme Student Council, Achiever / Awardee

1. Present General Requirements
2. Achiever / Awardee – in addition to the General Requirements, present proof of evidences for award/s won in citywide, provincial, regional, national or international co – curricular competition in an individual or team event

Qualifications for Non - Academic Scholarships – Campus Journalist, Outstanding Artist

1. Present General Requirements
2. Additional Requirements for the:

2.1 Outstanding Artists

- A. Submit a Portfolio (commendable works and achievements in the field of Culture and the Arts in school, community and/or nationwide particularly in:
 - a. Dance
 - b. Music
 - c. Theater
 - d. Modeling
 - e. Visual Arts
- B. Must present pertinent documents to support the veracity of the body of his / her works and achievements

2.2 Campus Journalists and Creative Media Artists

- A. Must possess skills on the following areas:
 - a. News / Feature writing
 - b. Scriptwriting
 - c. Lay – outing
 - d. Proof reading
 - e. Graphic design
 - f. Web design
 - g. Photography
 - h. Videography
 - i. Photo / Video editing
 - j. Directing
 - B. High School Average of 82 and above in both English and Filipino subjects
 - C. Must be an Editorial Board member of the school last attended
 - D. Certification from the School Paper Adviser
 - E. Portfolio of articles and photos published in the School Paper or in the Regional / National publications
3. Must pass the interview / screening audition / editorial examinations set by the offices concerned: the University Center for Cultural Arts (UCCA) or the Communication Management Office

Qualifications for Non - Academic Scholarship – Outstanding Athlete

1. Present General Requirements
2. Additional Requirements for the:

Outstanding Athlete

- A. Medical Certificate
- B. School Athletic Certification

- C. Submit a Portfolio (commendable works and achievements in the field of Sports particularly, participation in local, national or international):
 - a. Sports Competition
 - b. Certificate of Recognition / Awards received in Sports Competition
 - c. Documentation (Pictures)
 - D. Must present pertinent documents to support the veracity of the body of his / her works and achievements (compiled in long, blue clear book)
3. Must pass the interview / screening audition set by the College of Human Kinetics

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Register online and have a printed copy of Application Form.	PUP Website	www.pup.edu.ph	See General Requirements and Qualifications above
2. Pay the Examination Fee.	Nearest Landbank Branch PUP Cashier's Office	PUP Main Campus, Ground Floor, South Wing	Printed copy of payment voucher
3. Present the validated deposit slip from Landbank or the O.R. from PUP Cashier's Office and the copy of payment voucher to the OSFA to secure test permit for PUPSAIT.	Office of the Scholarship and Financial Assistance (OSFA) Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	Deposit slip / O.R. from Landbank
4. Take the PUPSAIT on the scheduled date and time of the examination.	Guidance, Counseling and Testing Center (GCTC) Ms. Rose Merza	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	Test Permit
5. After two days from the date of examination, visit the PUP Website and fill-out the confirmation slip (SAR-F1a). Download also the OSFA F2 – 2008 form and have it printed.	PUP Website	www.pup.edu.ph	Duly Accomplished Confirmation Slip & OSFA F2 – 2008 forms
6. Take the English Placement Test (for PUPSAIT passer whose final grade in high school is 80% and lower).	The Department of English, Foreign Languages and Linguistics	PUP Main Campus, 2nd Floor, North Wing	Form 137

<p>7. Proceed to the respective Screening Committees.</p>	<p>For Supreme Council, Achiever / Awardee: Office of the Student Services</p> <p>For Athletes: Chair of Screening Committee, College of Human Kinetics</p> <p>For Artists: Chair of Screening Committee, University Center for Culture and the Arts (UCCA)</p> <p>For Campus Journalists & Creative Media Artists: Communication Management Office (CMO)</p>	<p>Supreme Council & Achiever / Awardee: 2nd Floor, Charlie Del Rosario Bldg.</p> <p>Athletes: PUP Gymnasium</p> <p>Artists: PUP Theater, MassCom Building</p> <p>Campus Journalists & Creative Media Artists: 3rd Floor, Communication Management Office</p>	<p>See General Requirements and Qualifications above</p>
<p>8. If qualified for entrance scholarship, proceed to OSFA for the validation/submission of documents.</p>	<p>Office of the Scholarship and Financial Assistance</p> <p>Ms. Arsenia D. Castro</p>	<p>PUP Main Building, Room 119, Ground Floor, West Wing</p>	<p>See General Requirements and Qualifications above</p>
<p>9. Proceed to the Director, Office of the Student Services (co-chair, entrance Scholarship Committee for the final recommendation.</p>	<p>Dr. Armando A. Torres</p>	<p>PUP Main Campus, 2nd Floor, Charlie Del Rosario Building</p>	<p>OSFA F2 – 2008 Route and Approval Sheet</p>
<p>10. Approval and signature of the Vice President for Student Services</p>	<p>Dr. Juan C. Birion</p>	<p>PUP Main Campus, 2nd Floor, South Wing</p>	<p>OSFA F2 – 2008 Route and Approval Sheet</p>
<p>11. Upon approval of the VPSS, photocopy the route form, then download and fill – out OSFA F – 3 2008 & OSFA F4 – 2008 forms and proceed to OSFA for tagging of the account.</p>	<p>Office of the Scholarship and Financial Assistance</p> <p>Ms. Arsenia D. Castro</p>	<p>PUP Main Building, Room 119, Ground Floor, West Wing</p>	

End of Transaction (Scholarship Processing)

Proceed to Freshmen Enrollment

RESIDENT SCHOLARSHIP

Description of Service:

President Lister/University Scholar

- weighted average of at least 1.50
- FULL tuition fee discount.

Dean's Lister/College Scholar

- weighted average of at least 1.75.
- PARTIAL tuition fee discount.

Fees : N/A

Total Processing Time: 3-4 Hours

HOW TO AVAIL OF THE SERVICE

Qualifications:

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

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
<p>1. Download the scholarship agreement form (OSFA Form F3 and F4 – 2008). Accomplish the forms with the signature of parent or guardian and submit them to OSFA together with the requirements.</p>	<p>Office of the Scholarship and Financial Assistance Ms. Arsenia D. Castro</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	<ul style="list-style-type: none"> • Scholarship Agreement Forms (Form F3 & F4 – 2008) original and one photocopy. • Original Registration card of the previous semester • Original and Photocopy of the current registration card. • Print Screen Copy of Grades (SIS Account) reflecting the full name,

			<p>course and the General Point Average (GPA).</p> <ul style="list-style-type: none"> • Identification card of the Parent / Guardian who signed the Agreement Form (Form F4 - 2008)
2. OSFA will evaluate the grades if the applicant belongs to the President's or Dean's List.	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	
3. OSFA will stamp the scholarship agreement and the registration card to be signed by the Chief.	Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	
4. OSFA will tag the student's account for scholarship discount. Aailed discount is to be reflected in the next semester's assessment fees.	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	
End of Transaction			

FINANCIAL AID GRANT OR SERVICE GRANT

Exclusively for:

PUP Student Council Officer
PUP Publication Staff Member
Cultural Group Members
Athletes
ROTC Officers

Fees: Varies

Total Processing Time: 3-4 Hours

HOW TO AVAIL OF THE SERVICE

Qualifications :

For ROTC Officer, Artist, Athletes and Campus Journalist Scholars: Recommendation from the Heads of the respective offices

For PUP Student Council: Certification that the student is duly elected officer of the PUP Student Council, Completed grades of the previous semester, with no grade lower than 2.50.

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
<p>1. Download the scholarship agreement form (OSFA Form F3 and F4 – 2008). Accomplish the forms with the signature of parent or guardian and submit them to OSFA together with the requirements.</p>	<p>Office of the Scholarship and Financial Assistance Ms. Arsenia D. Castro</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	<ul style="list-style-type: none"> • Scholarship Agreement Forms (Form F3 & F4 – 2008) original and one photocopy. • Recommendation Letter from the respective unit. • Original and Photocopy of the current registration card. • Print Screen Copy of Grades (SIS Account) reflecting the full name, course and the General Point Average (GPA).
<p>2. OSFA will evaluate the grades if the applicant belongs to the full or partial financial aid grant.</p>	<p>Ms. Arsenia D. Castro</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	
<p>3. OSFA will stamp the scholarship agreement and the registration card to be signed by the Chief.</p>	<p>Chief Cristalina Piers</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	

<p>4. OSFA will tag the student's account for financial grant. Aailed discount is to be reflected in the next semester's assessment fees.</p>	<p>Ms. Arsenia D. Castro</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	
<p>End of Transaction</p>			

WORK-STUDY-PLAN OR STUDENT ASSISTANT

Description of Service:

- Term of Employment
- Not more than 24 hours a week or 100 hours a month
- Php20.00/hour
- Good for one semester
- Renewable

Qualifications / Requirements:

A bona fide student of the University who has had at least two semesters or one year of residence; Recommendation Letter from the Office in need of S.A., Complete grades of the previous semester with general weighted average of 2.50 without any Incomplete, Dropped / Withdrawn or grade of 3.0 in any subject.

Total Processing Time:

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Present letter of recommendation from the office in need of S.A., together with the requirements.	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none">• Print Screen of Grades (SIS)• Photocopy of current registration card
2. Evaluation of Grades and Approval of request	Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	<ul style="list-style-type: none">• Print Screen of Grades (SIS)• Photocopy of current registration card• Recommendation letter
3. Fill out the personal information from OSFA for the endorsement to the Guidance office	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	OSFA Form Personal Information
4. Proceed to the Guidance, Counseling and Testing Center for the psychological test.	Guidance, Counseling and Testing Center	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	OSFA Form Personal Information
5. Provide OSFA a copy of the Test Result	Guidance, Counseling and Testing Center	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	Psychological Test Result
6. OSFA evaluates the test result forwarded by	Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West	Psychological Test Result

the GCO.		Wing	
7. If the applicant passed the Psychological Test, the OSFA Chief will interview the applicant	Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	Psychological Test Result
8. Qualified applicant will fill out the Personal Data Sheet	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	Personal Data Sheet
9. OSFA will endorse the student assistant to the University President for the approval of Special Order.	Chief Cristalina Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	
10. Approval of S.O.	Office of the President	PUP Main Campus, 2nd Floor, South Wing	
11. Upon receipt of Special Order, the S.A. will assume duty to the designated office that requested him/her.	Designated Office		
End of Transaction			

Note: Opening of Landbank Account

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

SPONSOR A SCHOLAR PROGRAM

Requirements:

- Letter of Intent
- Proposed Memorandum of Agreement

Fees:

Administrative Fee*

Government Institution

Php 500.00

Private Individual/Institution

Php 1,000.00

*per scholar per semester

HOW TO SPONSOR A SCHOLAR

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit a Letter of Intent to OSFA Chief.	Chief Cristalina R. Piers, OSFA	PUP Main Campus, Room 119, Ground Floor, West Wing	Letter of Intent
2. Set a meeting with the possible donor/benefactor.	Office of the Scholarship and Financial Assistance	PUP Main Campus, Room 119, Ground Floor, West Wing	
3. Prepare and submit a draft MOA to OSFA.	Chief Cristalina R. Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	draft MOA
4. Pre-evaluate and submit MOA to Legal Office.	Chief Cristalina R. Piers	PUP Main Campus, Room 119, Ground Floor, West Wing	draft MOA
5. Evaluate the MOA.	Atty. Araceli Linatoc PUP Legal Office	PUP Legal Office, 3rd Floor, South Wing	draft MOA
6. Return the approved or disapproved MOA to donor/benefactor.	Office of the Scholarship and Financial Assistance	PUP Main Campus, Room 119, Ground Floor, West Wing	Received draft MOA
7. If approved, set a schedule for MOA Signing. <i>If disapproved, go back to Step 3</i>	Office of the Scholarship and Financial Assistance	PUP Main Campus, Room 119, Ground Floor, West Wing	Final copy of approved MOA

8. Notarize the signed MOA and provide PUP with 3 original notarized copies.	Donor	PUP Main Campus, Room 119, Ground Floor, West Wing	Final copy of approved MOA
9. Submit an original notarized MOA to OP and duplicate copy to VPSS and Accounting Office.	Office of the Scholarship and Financial Assistance	PUP Main Campus, Room 119, Ground Floor, West Wing	Final copy of approved MOA
End of Transaction			

GUIDANCE, COUNSELING AND TESTING CENTER (GCTC)

About the Service:

The Guidance, Counseling and Testing Center provides counseling, guidance and testing services to its clients who are mostly from the ranks of students, faculty and administrative employees of the University.

The professional competence of its staff emphasized the Center's commitment to quality and efficient service to its clientele.

Tel. Number: 716-7832 loc. 321 or 384

COUNSELING

Description of Service:

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

Fees :

(Waived)

Total Processing Time: 30 mins to 45 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Walk-in clients may visit GCTC Office and proceed to the Guidance Counselor who is in-charged of the College where student is enrolled. If referred, the client/student must present to the	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	Registration Card or Alumni ID Additional Requirement: Call Slip

counselor the Call Slip where the date and time of the session are indicated.			
2. Counseling takes place immediately.	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	
3. Upon the evaluation of the Counselor, the client shall return on a scheduled date of follow-up counseling.	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	
End of Transaction			

SECURING EXCUSE SLIP/S

Description of Service:

The GCTC issues excuse slips to students who incurred absences due to meritorious reasons. The student who wishes to obtain an excuse slip must show merit to his/her absence.

Fees :
(Waived)

Total Processing Time: 3 mins to 3 hours

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Present to the GCTC staff the needed requirements.	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	Letter of excuse stating the reason for being absent, duly signed by parent or guardian with the latter's ID or Residence Certificate. Other Documents e.g Medical Certificates, etc.

2. Counseling takes place. Issuance of Excuse Slip	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	
End of Transaction			

TESTING SERVICE

Description of Service:

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

Fees : Php 750 Psychological Testing
 Php 1, 500 General Psychological Assessment
 (Varies)

Total Processing Time: 4 hours

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit an endorsement letter for psychological testing (with Xerox copy of the receipt of testing fee if necessary) for:	Guidance Counselor (GCTC Staff)	PUP Main Campus, 2nd Floor, Charlie Del Rosario Building	Endorsement Letter; OR if necessary
a. Teaching positions;	a. HRMO	PUP Main Campus Ground Floor, South Wing	
b. Freshmen and Transferees	b. Admission and Registration Office/OSFA	PUP Main Campus, Ground Floor, West Wing	
c. Shifters	c. College Deans/Chairpersons	PUP Main Campus, 2nd Floor, North Wing	

<p>d. Hasmin Hostel Dorm Applicants;</p> <p>e. DOST Scholars</p> <p>f. Others, as requested by Deans, Chairpersons and Faculty Members</p>	<p>d. Hasmin, Hostel Director</p> <p>Office of the Scholarship and Financial Assistance</p> <p>Guidance, Counseling and Testing Center</p>	<p>M.H. Del Pilar Campus, Ground Floor</p> <p>PUP Main Campus, Room 115, Ground Floor, West Wing</p> <p>PUP Main Campus , 2nd Floor, Charlie Del Rosario Building</p>	
<p>2. Ask for Testing Schedule (8:30 AM Monday to Friday)</p>	<p>Guidance Counselor (GCTC Staff)</p>	<p>PUP Main Campus , 2nd Floor, Charlie Del Rosario Building</p>	<p>PDS/ Individual Record Form</p>
<p>3. Return on the scheduled Date of Testing</p>	<p>Guidance Counselor (GCTC Staff)</p>	<p>PUP Main Campus , 2nd Floor, Charlie Del Rosario Building</p>	
<p>4. Results shall be forwarded to the requesting Office, except the test results of dorm applicants which shall be given directly to the applicant.</p>	<p>HRMO for Admin and Teaching positions; Registrar, Admission Director & Directors of Campuses for Re-admission & Transferee; Chief, OSFA; Dean or Chairperson of the College for Shifters; Director of Hasmin Hostel for Dorm Applicants; Department of Science and Technology, Director of Agency (Under MOA)</p>		
<p>End of Transaction</p>			

CAREER DEVELOPMENT AND PLACEMENT OFFICE (CDPO)

About the Service

The Career Development and Placement Office (CDPO) is one of the Offices under the Office of the Vice President for Student Services (OVPSS). The CDPO Citizen’s Charter provides our clients with information on the requirements including schedule of fees, procedures, and timelines involved in availing of career-related services with the objectives of improving service delivery and ensuring client satisfaction.

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

Tel. Number: 716-7832 loc. 340

JOB POSTING

Description of Service:

The CDPO consistently receive request to post job openings from employers. Full-time, part-time, summer employment-internship opportunities are available at CDPO and positions are posted strategically within University premises

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit the letter of Intent with accreditation requirements such as SEC/DTI/CDA registration, certification from registering agency, and company profile to CDPO .	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile
2. For Company with complete documents/requirements, please secure payment request form and	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile

procedures for payment.			
3. Secure order of payment from the Resource Generation Office(RGO)addressed to the Accounting Office.	RGO Staff	East Wing, 2ndFlr, PUP Main Campus (Even Number)	SEC/DTI/CDA registration, certification from registering agency, company profile
4. Secure order of payment from the Accounting Office addressed to Cashier's Office.	Accounting Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from BRO
5. Payment of fees. Secure an Official Receipt.	Cashier's Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from Accounting Office
6. Submit two (2) photocopies of the OR to CDPO. Provide the service/s requested (Job Posting, List of Graduates, job Fair, etc.)	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	OR /List of Services Requested
7. Post the advertisements at the bulletin boards (1 month duration)/ Post advertisement on-line (One month duration)	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Copy of Advertisement/ Announcement
End of Transaction			

TRADITIONAL POSTING/ON-LINE POSTING

Additional Requirements:

- A. Traditional –posters or ads (10 copies of bond paper size 8 ½ x 11 inches)
- B. On-line---Soft Copy/file of posters or Ads in JPEG Format
- C. Two Photocopies of Original Receipt

Directory of Graduates

Description of Service:

The directory of graduates consists of the lists of recently graduated students of the university. The directory contains alphabetically arranged degree programs having their respective lists of graduates. With the graduates' addresses and contact numbers.

Fees :

From P500.00 to P1000.00 (fees vary depending on the Colleges)

Total Processing Time: 5 mins to 10 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit the letter of Intent with accreditation requirements such as SEC/DTI/CDA registration, certification from registering agency, and company profile to CDPO .	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile
2. For Company with complete documents/requirements, please secure payment request form and procedures for payment.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile

3. Secure order of payment from the Resource Generation Office (BRO) addressed to the Accounting Office.	RGO Staff	East Wing, 2ndFlr, PUP Main Campus (Even Number)	SEC/DTI/CDA registration, certification from registering agency, company profile
4. Secure order of payment from the Accounting Office addressed to Cashier's Office.	Accounting Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from BRO
5. Payment of fees. Secure an Official Receipt.	Cashier's Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from Accounting Office
6. Submit two (2) photocopies of the OR to CDPO. Provide the service/s requested (Job Posting, List of Graduates, job Fair, etc.)	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	OR /List of Services Requested
7. Secure CD copy of directory of graduates	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	
End of Transaction			

JOB FAIR

Description of Service:

The directory of graduates consists of the lists of recently graduated students of the university. The directory contains alphabetically arranged degree programs having their respective lists of graduates. With the graduates' addresses and contact numbers.

Fees :

One booth- P7500.00 (2days/2 representatives); Two booths – P10,000.00 (2 days/3 representatives) NB: for specific booth dimensions and discounts, pls refer to CDPO Citizen's Charter.

Total Processing Time: 5 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Upon receipt of job fair invitation submit filled out registration form (fax, e-mail or personal) with accreditation requirements (SEC/DTI/CDI registration, certification from registering agency and company profile) to CDPO.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile
2. For Company with complete documents/requirements, please secure payment request form and procedures for	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile

payment.			
3. Secure order of payment from the Resource Generation Office (RGO) addressed to the Accounting Office.	RGO Staff	East Wing, 2ndFlr, PUP Main Campus (Even Number)	SEC/DTI/CDA registration, certification from registering agency, company profile
4. Secure order of payment from the Accounting Office addressed to Cashier's Office.	Accounting Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from BRO
5. Payment of fees. Secure an Official Receipt.	Cashier's Office Staff	Ground Flr, South Wing, PUP Main Campus	Order of Payment from Accounting Office
6. Submit two (2) photocopies of the OR to CDPO. Provide the service/s requested (Job Posting, List of Graduates, job Fair, etc.)	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	OR /List of Services Requested
7. Company to attend job fair.	CDPO Officials and Staff	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila/ Designated location	
End of Transaction			

Notes: Payments made a week prior to the scheduled job fair shall entitle the payer a 10% discount. Fees are subject to change without prior notice.

Upon confirmation the company shall be required to pay the corresponding job fair fee. Any amounts paid for the Job fair shall not be refundable.

PARTNERSHIP

Description of Service:

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

Fees : Monetary fees are waived. (Donation to the University)

Total Processing Time: 5 mins to 3 hours

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit letter of intent and draft Memorandum of Agreement (MOA) with accreditation requirements (SEC/DTI/CDA registration, certification from registering agency and company profile) to CDPO.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	SEC/DTI/CDA registration, certification from registering agency, company profile

2. Upon submission, MOA will be endorsed to the PUP Legal Office for review and approval./ Secure copy of comments via email or fax./Submission of the Final Draft MOA.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Draft MOA
3. Schedule MOA signing date and venue.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Final MOA
4. MOA Signing and fellowship.	CDPO Officials and staff/ Other Contracting Parties	Designated Location	Final MOA
End of Transaction			

MOCK RECRUITMENT/CAREER TALK/PRE-EMPLOYMENT ORIENTATION SEMINAR

Description of Services:

Mock Recruitment is an actual recruitment process of the company. The student-applicant goes through the actual process administered by company representatives. *Career talk* is provided by successful PUP alumni who shares his/her experiences to inspire the students. *Pre-employment* orientation is for graduating students.

Fees : N/A

Total Processing Time: 5 mins to 8 hours

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
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<p>1. Submit the letter of Intent, Draft MOA with accreditation requirements such as SEC/DTI/CDA registration, certification from registering agency, and company profile to CDPO .</p>	<p>Myla D. Salcedo (CDPO Staff)</p>	<p>Rm 314, South Wing, Third Floor, PUP Main Campus, Manila</p>	<p>SEC/DTI/CDA registration, certification from registering agency, company profile, Draft MOA</p>
<p>2. For Company with complete documents/requirements, please fill-out and submit company activity request form via e-mail, fax or personal delivery.</p>	<p>Myla D. Salcedo (CDPO Staff)</p>	<p>Rm 314, South Wing, Third Floor, PUP Main Campus, Manila</p>	<p>SEC/DTI/CDA registration, certification from registering agency, company profile, Draft MOA. Filled out request form</p>
<p>3. Upon approval, Secure order of payment from the Resource Generation Office (RGO) addressed to the Accounting Office for venue fee.</p>	<p>RGO Staff</p>	<p>East Wing, 2ndFlr, PUP Main Campus (Even Number)</p>	<p>SEC/DTI/CDA registration, certification from registering agency, company profile</p>
<p>4. Secure order of payment from the Accounting Office addressed to Cashier's Office.</p>	<p>Accounting Office Staff</p>	<p>Ground Flr, South Wing, PUP Main Campus</p>	<p>Order of Payment from BRO</p>
<p>5. Payment of fees. Secure an Official Receipt.</p>	<p>Cashier's Office Staff</p>	<p>Ground Flr, South Wing, PUP Main Campus</p>	<p>Order of Payment from Accounting Office</p>

<p>6. Submit two (2) photocopies of the OR to CDPO. Provide the service/s requested (Job Posting, List of Graduates, job Fair, etc.)</p>	<p>Myla D. Salcedo (CDPO Staff)</p>	<p>Rm 314, South Wing, Third Floor, PUP Main Campus, Manila</p>	<p>OR /List of Services Requested</p>
<p>7. Company to conduct Pre-employment Orientation Seminar/Mock Recruitment/ Career Talk.</p>	<p>CDPO Staff and Officials/Partners</p>	<p>Rm 314, South Wing, Third Floor, PUP Main Campus, Manila/ Or Designated Location/Venue</p>	
<p>End of Transaction</p>			

REFERRAL/RECOMMENDATION LETTER

Description of Service:

Referral Letter is issued to PUP Students upon their request. It is issued to help the student get hired in a chosen company or industry.

Fees : (Waived)

Total Processing Time: 5 mins to 10 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit the Letter of Intent with DOCUMENTARY REQUIREMENTS (Photocopy of Registration Card (Student) or Alumni ID (Alumni)).	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Letter of Intent, Registration Card or Alumni ID
2. For students with complete documents/requirements, please fill-out and submit student/alumni request form.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Student/Alumni Request Form
3. Upon approval, Secure the recommendation needed.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	
End of Transaction			

CAREER GUIDANCE/PRE-EMPLOYMENT SEMINAR / CAREER TALK

Description of Service:

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

Career talk is provided by successful PUP alumni to the students. The alumni share their experiences to inspire presently enrolled students to pursue their respective fields of specialization

Fees : (Waived)

Total Processing Time: 5 mins to 10 mins

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Inform CDPO your intention to join the pre-employment seminar and present DOCUMENTARY REQUIREMENTS (Photo copy of Registration Card or Alumni ID.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Letter of Intent, Registration Card or Alumni ID
2. For students with complete documents/requirements, please fill-out and submit student/alumni request form.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Student/Alumni Request Form
3. Upon approval, Secure the recommendation needed.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	

4. Alumni or students to attend activity	CDPO Officials and staff/ Students/Alumni	Designated venue	
End of Transaction			

JOB ANNOUNCEMENTS

Description of Service:

These are the job openings received by CDPO from employers which are posted strategically in the University and communicated to the College Deans.

Fees : (Waived)

Total Processing Time: 5 mins to 10 mins

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Visit CDPO or check CDPO Bulletin Boards for current job openings.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Registration Card or Alumni ID
2. Fill-out request form and Personal Data Sheet. Submit Photocopy of ID or Registration Card.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	Student/Alumni Request Form
3. Provide students/alumni job announcement including contact details of companies.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	

4. Submit resume at CDPO for future referrals.	Myla D. Salcedo (CDPO Staff)	Rm 314, South Wing, Third Floor, PUP Main Campus, Manila	
End of Transaction			

HOW TO AVAIL OF THE SERVICE

NINOY AQUINO LIBRARY AND LEARNING RESOURCES CENTER (NALLRC)

About the Service:

The heart of the university, the Ninoy Aquino Library and Learning Resources Center is one of the major service centers of the Polytechnic University of the Philippines. As such, it strives to meet the academic and related needs of its clientele through the provision of adequate and efficient library and information services.

The NALLRC serves as the University's gateway to the global information society, and provides various services and development of programs to its clientele.

Tel. Number: 338-7413 or 716-7832 to 45 loc

SERVICE HOURS:

The Library is open from Monday to Saturday, 8:00 AM to 8:00 PM. It is closed during Sundays and holidays. Service stops fifteen (15) minutes before the regular closing time to enable the staff members to check records and the collections in preparation for the next day's routine. Changes in service hours are posted in advance at the entrance of the NALLRC.

ISSUANCE OF LIBRARY CLEARANCE

Description of Service:

The following are required to secure clearance from the NALLRC:

1. Faculty and administrative personnel who are applying for sick/vacation/sabbatical leaves, resignation or retirement.
2. Students who are applying for graduation, honorable dismissal, returning students and the likes

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE /PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. <u>For faculty and administrative Personnel:</u> Proceed to the Office of the Director	Me. Emelinda A. Millena (Counter Signature) Prof. Monalisa P. Leguiab (Director)	PUP Main Campus, 3rd Floor, Center Wing, NALLRC	Valid Employment Identification Card issued by PUP
2. <u>For Students:</u> Main Campus	Ms. Alicia P. Tadina	PUP Main Campus, 3rd Floor, Left Wing,, NALLRC.	Valid Student Identification Card or I Library Card issued by PUP
3. College of Law	Ms. Emily A. Mendoza	PUP Main Campus, Ground Floor, Left Wing, NALLRC	Valid Student Identification Card or I Library Card issued by PUP
4. Laboratory High School	Ms. Bless A. Mendoza	PUP Main Campus, LHS Building	Valid Student Identification Card or I Library Card issued by PUP
5. College of Communication	Ms. Cherry D. Landicho	PUP College of Communication	Valid Student Identification Card or I Library Card issued by PUP
6. College of Engineering and Architecture	Ms. Sonia O. Amigable	PUP CEA Building	Valid Student Identification Card or I Library Card issued by PUP
7. CHTM Graduate School	Ms. Leonida B. Llover Ms. Avelina N. Lupas	2nd Floor M.H Del Pilar Campus, Sta. Mesa, Manila	Valid Student Identification Card or I Library Card issued by PUP
End of Transaction			

ISSUANCE OF REFERRAL LETTER

Description of Service:

Students and faculty members who shall be in need of materials not found in the NALLRC shall be referred to other libraries.

Schedule of Availability of Service :

Fees :

Total Processing Time :

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Proceed to the Technical Services for Proper Scheduling;	Ms. Marcela R. Figura	3F Center Wing, NALLRC Bldg., Mabini Campus, Sta. Mesa, Manila	Valid Student/Employee Identification Card or Library Card issued by PUP
2. Claim the Referral Letter duly signed by the Director of NALLRC on the following day	Ms. Emelinda A. Millena	3F Center Wing, NALLRC Bldg., Mabini Campus, Sta. Mesa, Manila	Valid Student/Employee Identification Card or Library Card issued by PUP
End of Transaction			

AVAILING THE USE OF MULTI-MEDIA SERVICES

Description of Service:

The Ninoy Aquino Library and Learning Resources Center provides the PUP community with facilities and function rooms such as Bulwagang Balagtas, Bonifacio Hall, and equipped with audio-visual services and resources to meet their media instruction, research, and various activity needs.

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Present a Letter of Request addressed to the NALLRC Director by the Applicant duly endorsed by concerned Dean and/or Chairperson, Adviser	Dr. Divina Pasumbal Director, NALLRC	3rd Floor, Center Wing, NALLRC Building, Mabini Campus, Sta. Mesa, Manila	Letter of Request
2. With the Letter of Request duly noted by the NALLRC Director, proceed to the Multimedia Services Office to fill up Application/Agreement Form for booking and schedule of payment.	Ms. Ismaila S. Bondoc Chief, Multimedia Services	3rd Floor, Right Wing, NALLRC Building, Mabini Campus, Sta. Mesa, Manila	Letter of Request Application /Agreement Form
3. Proceed to the Office of Mabini Campus Director and the Office of the Vice President for Administration for approval	Engr. Ronald D. Fernando Director, Mabini Campus Atty. Estelita Wi Dela Rosa VP for Administration	Ground Floor, Main Building, Mabini Campus, Sta. Mesa, Manila 2nd Floor, South Wing, Main Building, Mabini Campus, Sta. Mesa, Manila	

4. Proceed to the Accounting Department to secure for Order of Payment	Staff/Personnel, Accounting Department	Ground Floor South Wing Main Building Mabini Campus, Sta. Mesa, Manila	Order of payment
5. The applicant shall pay the corresponding fee at the Cashier's Office	Staff/Personnel, Cashier's Office		
6. Present the accomplished Application/Agreement Form, Order of Payment and Official Receipt to the Multimedia Services Office for confirmation.	Ms. Ismaila S. Bondoc Chief, Multimedia Services	3rd Floor, Right Wing, NALLRC Building, Mabini Campus, Sta. Mesa, Manila	Order of Payment/Official Receipt
7. Provide the NALLRC Security guard a copy of the activity/ program.	Security guard on duty	NALLRC Building, Mabini Campus	Program
End of Transaction			

Fees :

Total Processing Time :

Time :

HOW TO AVAIL OF THE SERVICE

Specific Policies:

Priorities for the use of the service facilities shall be as follows:

- **University-sponsored program and activities;**
- **Educational and cultural activities sponsored by students, faculty and/or administrative personnel.**
- **Review classes, commercial film showing, political and other activities sponsored by students, faculty and/or administrative personnel.**

Activities requiring the use of the service facilities for more than five (5)

Days (except sports and hostel facilities) shall not be allowed. Days and hours of service shall be from Monday to Saturday, from eight a. m. to eight p. m.
General Rule

As a general rule, Multimedia Services is intended for the following uses only:

VENUES	SPECIFIC USES	RENTAL PER HOUR	
		With Air-condition	Without Air-condition
Bulwagang Balagtas	Convocations Graduation Rites Cultural presentations (except Concerts) Film showing	Php 3,000.00	Php 2,000.00
Bonifacio Hall	Conferences Seminars Convocations Forum	Php 1,000.00	Php 800.00
NALLRC Board Room	Small group meetings, and other University functions		

Schedule of Fees for Equipment:

EQUIPMENT	RENTAL RATE PER HOUR	
	<i>Students/PUP Constituents</i>	<i>Outsiders/Visitors</i>
Karaoke	Php 50.00	Php 100.00
Microphone	Php 10.00	Php 50.00
Television set	Php 100.00	Php 200.00
LCD projector	Php 500.00	Php 1,000.00
Sound system	Php 50.00	Php 100.00

EXEMPTED FROM THE FEES	NOT EXEMPTED FROM THE FEES
<ul style="list-style-type: none"> - University, faculty or Administration-sponsored programs and activities concerning PUP academic, administrative, cultural, and sports activities which are not fund raising projects. - Student-sponsored programs and activities which are part of the academic requirements and are not fund-raising projects 	<p>PUP sponsored programs which include outsiders (faculty/students/persons from other institutions) requiring registration fees from their participants</p>

- **Basic fee for the use of other equipment or facilities which are not mentioned in the guidelines above shall be provided thru the issuance of supplementary guidelines.**
- **The fees specified herein are subject to change as may be required by circumstances and notice thereof shall be circulated thru the issuance of amended guidelines.**

Requirement/s: Valid Identification Card and/or Current Registration Card with 1 x 1 ID picture

SERVICE HOURS
Monday to Saturday
8:00 am to 8: pm

Closed during Sundays and Holidays

Service stops fifteen (15) minutes before the regular closing time to enable the staff members to check records and the collections in preparation for the next day's routine. Changes in service hours are posted in advance at the entrance of the NALLRC.

For further information and assistance, please see any of the NALLRC personnel or contact telephone numbers:

	Trunk lines 716-7832-45
DR. DIVINA T. PASUMBAL, Office of the NALLRC Director	338-7413 or local 246, 249
MS. ISMAILA S. BONDOC, Chief, Multimedia Services	250
MS. LETICIA M. EMPEMANO, Chief, Readers Services	247
MS. AVELINA N. LUPAS, Chief, Satellite Libraries	716-0106
MS. ISMAELITA R. NARCISO, Chief, Special Services	240
MS. MARCELA R. FIGURA, Chief, Technical Services	248

For donation of books and other library resources to the NALLRC, please contact:

PUP Open University

Virtually a university within a university, the PUP Open University (PUPOU) is an innovative approach of delivering higher education to learners by a specialist who is removed in space and time from them. As such, the PUP OU uses a blended and web-enhanced format adopted by institutions offering open and distance education.

The PUP Open University is committed to provide and promote quality education in all levels by making it accessible to all through self-learning, independent and out-of-school study programs, particularly those that respond to community needs and the challenges posed by an information and technological society and a global economy.

OFFICE OF THE REGISTRAR

The Registrar's Office of the PUP Open University keeps the permanent record of students and the office processes registration, enforces the policies and guidelines for admission and registration and processes of registration of students.

The Registrar's Office starts serving the students after they are admitted until they graduate. The personnel works closely together with other staff of the PUP OU in providing quality services. Likewise the office assists students by facilitating their requests for transcript of records (TOR), certifications, and other documents as requested by the students. The office is also in-charge in the conduct of examination and evaluation of grades of candidates for graduation. The office assists during graduation ceremonies, both mid-year and year-end graduation of every school year.

SERVICE/S OFFERED:

A. ADMISSION and REGISTRATION

Application for OU Entrance Examination

- Baccalaureate Degree and Post Baccalaureate Degree
- Master's Degree

Admission for New Students

- Baccalaureate Degree
- Admission to Master's Degree

Enrollment

- Freshmen
- Old students (SIS)
- Old students (Manual)

Application for Re-admission

Application for Cross Enrollment

Application for Accreditation of Subject

Request for Tutorial Class

Application for Completion of Grades

Application for Dropping of Course/Subject

Application for Shifting

Application for Leave of Absence

B. APPLICATION FOR INTEGRATED COMPREHENSIVE EXAMINATION

C. APPLICATION FOR GRADUATION

D. REQUEST OF CREDENTIALS:

- Transcript of Record
- Honorable Dismissal
- Certification
- Diploma

ADMISSION AND REGISTRATION

The PUP Open University Admissions Office facilitates freshmen as well as returning students, shiftees and transferees.

APPLICATION FOR OU ENTRANCE EXAMINATION

- **BACCALAUREATE AND POST BACCALAUREATE DEGREE**

DESCRIPTION OF THE SERVICE:

A student who wishes to pursue his undergraduate studies leading to a baccalaureate degree Must have completed at least seventy-two (72) units of collegiate studies at a university or college recognized and authorized by the Commission on Higher Education (CHED). A prospective enrollee who does not meet the 72- unit study requirement shall be admitted if he passes the admission interview of the Program Chair and belongs to any of the following groups of qualified applicants:

- a. Those with more than thirty-six (36) units collegiate study, one (1) year of work experience, and qualify in the PUP Scholastic Aptitude and Interest Test (PUPSAIT);
- b. Those with thirty-six (36) units collegiate study, two (2) years of work experience, and qualify in the PUP Scholastic Aptitude and Interest Test (PUPSAIT);
- c. Those with eighteen (18) units of a post secondary vocation/technical course 3 years of work experience, and qualify in the PUP Scholastic Aptitude and Interest Test (PUPSAIT);
- d. Those without any collegiate units (or high school graduates who have not enrolled for any degree program or vocational/technical course), but with five (5) years of work experience, and qualify in the PUPSAIT.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. TOR from the last school attended
2. 2 x 2 picture with formal attire and white background
3. NSO Birth Certificate
4. NSO Marriage Contract for female married students
5. Service Record or Certificate of Employment

SCHEDULE OF AVAILABILITY OF SERVICE: ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE: Php 500.00 Examination Fee

TOTAL PROCESSING TIME: 3 days

APPLICATION FOR ADMISSION: BACCALAUREATE AND POST BACCALAUREATE DEGREE

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Interview by the Program Chair.	Program Chairperson	OU 4 th Floor, NALLRC	10-15 mins.	<ul style="list-style-type: none"> • TOR & Certificate of Employment
2. Submission of documentary requirements	OU Registrar's Office	OU 4 th Floor, NALLRC	10-15 mins.	<ul style="list-style-type: none"> • Photocopy of all the requirements.
3. Endorsement to the Guidance and Counseling Office of applicants for PUPSAIT.	Guidance Counselors	2 nd Floor, Charlie del Rosario	2 hours	<ul style="list-style-type: none"> • Endorsement Slip and receipt
4. Submission of the results to the Program Chair for final evaluation.	Program Chairs	OU 4 th Floor, NALLRC	After two days	<ul style="list-style-type: none"> • Result of examination
5. Posting of the result after the final evaluation	OU Registrar's Office	OU 4 th Floor, NALLRC	After two days	<ul style="list-style-type: none"> • Evaluated result of examination

End of Transaction

APPLICATION FOR OU ENTRANCE EXAMINATION

- **MASTER'S DEGREE**

DESCRIPTION OF THE SERVICE:

A student who wishes to be admitted for graduate work leading to a master's degree shall comply with the following requirements:

- a. An appropriate bachelor's degree from a university or college of recognized standing;

NB: If the bachelor's degree is in another field, he shall make up his deficiencies by taking 18 units of core and major course prescribed in a relevant program of studies at the University.

- b. A scholastic rating of at least 2.0, B+, or 85% in the undergraduate;
- c. Passing grade in the graduate entrance examination;
- d. Passing the interview of the Program Chair; and
- e. A minimum of one year work experience.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. TOR from the last school attended
2. 2 x 2 picture with formal attire and white background
3. NSO Birth Certificate
4. NSO Marriage Contract (for female married students)
5. Service Record or Certificate of Employment
6. Letter of Recommendation from Immediate Supervisor

SCHEDULE OF AVAILABILITY OF SERVICE:

April (for the 1st semester) , September (for the 2nd semester) and March (for summer)

FEE:

Php 500.00 Examination Fee

TOTAL PROCESSING TIME: Application: 1 hour
Result of examination: 2 weeks

APPLICATION FOR OU ENTRANCE EXAMINATION: MASTER'S DEGREE

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
<p>1. Apply for OU Entrance Examination on-line and select the intended Program and Learning Center (Manila, Taguig, Quezon City, Sto. Tomas Batangas and Lopez Quezon). The Centers with manual application are Sta. Rosa Laguna; Unisan, Quezon and Maragondon, Cavite.</p>	ICTC Staff	<p>2nd Floor, NALLRC Sta. Mesa, Manila</p>	30 mins	<ul style="list-style-type: none"> • Online Application Form
<p>2. Print the voucher and pay at the Fund Management Office (FMO) of the selected Learning Center.</p>	FMO Collecting Officer	Selected Learning Center	30 mins.	<ul style="list-style-type: none"> • Printed copy of Payment Voucher
<p>3. Present the receipt to the OU Registrar Office for the schedule and issuance of test permit.</p>	OU Registrar's Office Staff	4 th Floor, OU	20 mins.	<ul style="list-style-type: none"> • Official Receipt

4. Please be at the assigned testing room at least 30 minutes before the scheduled time with your Examination Permit.	Test Administrator/ Proctor	PUP Sta. Mesa, Mla. Or LC	One hour and thirty minutes	• Test Permit and Pencil
5. Checking of the OU Entrance Examination	OU Registrar's Office Staff	4 th Floor, OU	2 weeks	• Masterlist
6. Submission of the result to the Program Chair for final evaluation.	Program Chair	4 th Floor, OU	After 2 days	• Masterlist
7. Posting of the result on-line after the final evaluation	OU Registrar's Office Staff	4 th Floor, OU	After 2 days	• Masterlist
End of Transaction				

ENROLLMENT OF NEW STUDENTS

- **BACCALAUREATE AND POST BACCALAUREATE DEGREE**

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. TOR from the last school attended or Honorable Dismissal
2. 2 x 2 picture with formal attire and white background
3. Original NSO Birth Certificate
4. Original NSO Marriage Contract for female married students
5. Service Record or Certificate of Employment
6. Letter of Recommendation from the immediate supervisor
7. Chest X-ray with result taken during the last two (2) months

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE:

Php 100.00/unit - Undergraduate

Php 100.00/unit - Post Baccalaureate

TOTAL PROCESSING TIME: 2 hours

ENROLLMENT OF NEW STUDENTS: BACCALAUREATE AND POST BACCALAUREATE DEGREE

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Check on-line the result of the Entrance Examination and click the confirmation of registration	ICTC Staff	NALLRC, PUP Sta. Mesa, Manila	30 mins.	<ul style="list-style-type: none"> • Confirmation Slip
2. Print the application for admission, pre-registration forms, and ENROLLMENT procedure and entrance requirements.	Applicant		5 mins.	<ul style="list-style-type: none"> • Application for Admission, Pre-registration form, and all original entrance requirements.
3. Present the X-Ray with result at the Medical and Dental Services for OK for ENROLLMENT.	Medical Officers	Ground Floor, East Wing	10 mins.	<ul style="list-style-type: none"> • Chest X-Ray with Result
4. Proceed to the OU Registrar's Office for submission of original documents and OK for ENROLLMENT/pre-registration form will	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Original entrance requirements and OK for ENROLLMENT slip

be given.				
5. Go to the Program Chairperson for academic advising.	Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Pre-registration slip
6. Go back to the OU Registrar's Office for tagging of subjects.	OU Registrar's Office Staff	4 th Floor, NALLRC	30 mins.	<ul style="list-style-type: none"> • Approved pre-registration slip
7. Proceed to the Fund Management Office for payment of FEE	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Approve pre-registration slip
8. Go back to the OU Registrar's Office for printing of the Registration Card	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Validated receipt and registration card
End of Transaction				

ADMISSION OF NEW STUDENTS

- **MASTER'S DEGREE**

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. TOR from the last school attended or Honorable Dismissal
2. 2 x 2 picture with formal attire and white background
3. Original NSO Birth Certificate
4. Original NSO Marriage Contract for female married students
5. Service Record or Certificate of Employment
6. Letter of Recommendation from the immediate supervisor
7. Chest X-ray with result taken during the last two (2) months

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE/S:

MEM, MC, MPA & MSIT – Php 200.00/unit

MSCM – Php 300.00/unit

OFW's and International Students - \$ 1,000/semester

\$ 500/summer

TOTAL PROCESSING TIME: 2 hours

ADMISSION OF NEW STUDENTS: MASTER'S DEGREE

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Check on-line the result of the Entrance Examination and click the confirmation of registration	ICTC Staff	NALLRC, PUP Sta. Mesa, Manila	30 mins.	<ul style="list-style-type: none"> • Confirmation Slip
2. Print the application for admission, pre-registration forms, and ENROLLMENT procedure and entrance requirements.	Applicant		5 mins.	<ul style="list-style-type: none"> • Application for Admission, Pre-registration form, procedures, and all original entrance requirements.
3. Present the X-Ray with result at the Medical and Dental Services for OK for ENROLLMENT.	Medical Officers	Ground Floor, East Wing	10 mins.	<ul style="list-style-type: none"> • Chest X-Ray with Result
4. Proceed to the OU Registrar's Office for submission of original documents and OK for ENROLLMENT/pre-	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Original entrance requirements and OK for

registration form will be given.				ENROLLMENT slip
5. Go to the Program Chairperson for academic advising.	Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Pre-registration slip
6. Go back to the OU Registrar's Office for tagging of subjects.	OU Registrar's Office Staff	4 th Floor, NALLRC	30 mins.	<ul style="list-style-type: none"> • Approved pre-registration slip
7. Proceed to the Fund Management Office for payment of FEE	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Approve pre-registration slip
8. Go back to the OU Registrar's Office for printing of the Registration Card	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Validated receipt and registration card
End of Transaction				

ENROLLMENT

- **ENROLLMENT OF OLD UNDERGRADUATE AND GRADUATE STUDENTS THROUGH THE STUDENT INFORMATION SYSTEM (SIS)**

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Latest Registration Card

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE/S:

Undergraduate Courses – P100.00 per unit

Graduate Programs – P200.00 per unit

MSCM – P300.00per unit

OFWS and International Students > \$1,000/ semester

\$ 500/summer

TOTAL PROCESSING TIME: 2 hours

ENROLLMENT OF OLD UNDERGRADUATE AND GRADUATE STUDENTS THROUGH THE STUDENT INFORMATION SYSTEM (SIS)

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Check on-line the result of the Entrance Examination and click the confirmation of registration	ICTC Staff	NALLRC, PUP Sta. Mesa, Manila	30 mins.	<ul style="list-style-type: none"> • Confirmation Slip
2. Print the application for admission, pre-registration forms, and ENROLLMENT procedure and entrance requirements.	Applicant		5 mins.	<ul style="list-style-type: none"> • Application for Admission, Pre-registration form, procedures, and all original entrance requirements.
3. Present the X-Ray with result at the Medical and Dental Services for OK for ENROLLMENT.	Medical Officers	Ground Floor, East Wing	10 mins.	<ul style="list-style-type: none"> • Chest X-Ray with Result
4. Proceed to the OU Registrar's Office for	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Original entrance

submission of original documents and OK for ENROLLMENT. A pre-registration form will be given.				requirements and OK for ENROLLMENT slip
5. Go to the Program Chairperson for academic advising.	Program Chair	4 th Floor, NALLRC	10 mins.	• Pre-registration slip
6. Go back to the OU Registrar's Office for tagging of subjects.	OU Registrar's Office Staff	4 th Floor, NALLRC	30 mins.	• Approved pre-registration slip
7. Proceed to the Fund Management Office for payment of FEE	Collecting Officer	Ground Floor, South Wing	5-15 mins.	• Approve pre-registration slip
8. Go back to the OU Registrar's Office for printing of the Registration Card	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	• Validated receipt and registration card
End of Transaction				

ENROLLMENT

- **ENROLLMENT OF OLD STUDENTS - SIS**

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Latest Registration Card

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE/S:

Undergraduate Courses – P100.00 per unit

Graduate Programs – P200.00 per unit

MSCM – P300.00per unit

OFWS and International Students > \$1,000/ semester

\$ 500/summer

TOTAL PROCESSING TIME: 2 hours

ENROLLMENT OF OLD STUDENTS: STUDENT INFORMATION SYSTEM

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Present the Old Registration Card at the OU Registrar's Office for the issuance of pre-registration form.	OU Registrar's Office Staff	4 th Floor, NALLRC	10 minutes	<ul style="list-style-type: none"> • Old registration Card
2. Go to the Program Chairperson for academic advising.	Program Chair	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Pre-registration slip
3. Go back to the OU Registrar's Office for tagging of the subjects.	OU Registrar's Office Staff	4 th Floor, NALLRC	30 mins.	<ul style="list-style-type: none"> • Approved pre-registration slip
4. Proceed to the Fund Management Office for payment of FEE.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Approved pre-registration slip

5. Go back to the OU Registrar's Office for printing of the Registration Card.	OU Registrar's Office Staff	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> Approved pre-registration slip
End of Transaction				

ENROLLMENT

- ENROLLMENT OF OLD STUDENTS - MANUAL**

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Latest Registration Card stamp fully paid by the Accounting Office, Student Services Section.

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE/S:

Undergraduate Courses – P100.00 per unit

Graduate Programs – P200.00 per unit

MSCM – P300.00per unit

OFWS and International Students > \$1,000/ semester

\$ 500/summer

TOTAL PROCESSING TIME: 2 hours

ENROLLMENT OF OLD STUDENTS: MANUAL

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Present the Old Registration Card at the OU Registrar's Office for the issuance of pre-registration form.	OU Registrar's Office Staff	4 th Floor, NALLRC	10 minutes	<ul style="list-style-type: none"> • Latest registration card
2. Proceed to the Program Chairperson for academic advising and issuance of Registration Card.	Program Chair	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Pre-registration form and registration card
3. Proceed to the Accounting Department, Student Services Section for assessment of FEE.	Accounting Staff	Ground Floor, South Wing	30 mins.	<ul style="list-style-type: none"> • Registration card

4. Go to the Fund Management Office (FMO) for payment of FEE.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	• Receipt and registration card
5. Submit to Accounting Department, Student Services Section submission the Accountant's Copy of the registration card and permit if not fully paid.	Accounting Staff	Ground Floor, South Wing	10 mins.	• Receipt and registration card
6. Proceed to the OU Registrar's Office for validation of the Registration Card	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	• Receipt and registration card
End of Transaction				

APPLICATION FOR RE-ADMISSION

DESCRIPTION OF THE SERVICE:

Students considered for re-admission must have complied with and submitted all the following requirements:

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. General Clearance
2. Certification of Grades
3. 2 x 2 picture with formal attire and white background
4. Application for Re-Admission approved by the: Academic/Program Chair, OU Registrar and Executive Vice President.
5. Receipt of payment of Re-Admission fee

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE/S:

Re-admission fee – Php 350.00,

Certification of grades – Php 150.00

TOTAL PROCESSING TIME: 1 hour and 45 minutes

APPLICATION FOR RE-ADMISSION

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Fill out the Application for Re-admission and Clearance Form in the OU Registrar's Office	OU Registrar's Office Staff	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • General Clearance and Re-Admission form
2. Proceed to the Fund Management Office (FMO) for payment of Re-Admission	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt
3. Present the X-Ray with result at the medical & dental services for OK for enrollment.	Medical Officer	Ground Floor, East Wing	10 mins.	<ul style="list-style-type: none"> • Chest X-ray with Result
4. Proceed to the Program Chair for academic evaluation and signing of the re-admission form	Program Chair	4 th Floor, NALLRC	15 mins.	<ul style="list-style-type: none"> • Certification of grades, re-admission form, general clearance and receipt
5. Go to the OU Registrar's Office for recommendation of the re-admission	OU Registrar's Office Staff	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Certification of grades, re-admission form, general clearance and receipt

form.				
6. Seek approval from the Executive Vice President for the Re-admission	Executive Vice President	Second Floor, South Wing	10 mins.	<ul style="list-style-type: none"> • Certification of grades, re-admission form, general clearance and receipt
7. Go back to the OU Registrar's Office main campus or your designated Learning Center for ENROLLMENT.	OU Registrar's Office Staff/Learning Center	4 th Floor, NALLRC / Campuses	30 mins.	<ul style="list-style-type: none"> • Certification of grades, re-admission form, general clearance and receipt
End of Transaction				

APPLICATION FOR CROSS ENROLLMENT

DESCRIPTION OF THE SERVICE:

Students are allowed to cross enrol if the remaining subject/s to be taken is/are not offered in their respective Learning Center and must have complied with and submitted all the following requirements:

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Application for Cross ENROLLMENT Form
2. Permit to Cross Enrol

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period as scheduled before the start of every semester and summer.

FEE:

Cross ENROLLMENT fee – Php 150.00

TOTAL PROCESSING TIME: Half day

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Application for Cross ENROLLMENT and Permit to Cross Enrol must be approved by Director/Registrar of your respective Learning Center	Director and Registrar	Learning Center	30 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT and permit to cross-enrol form
2. Go to Fund Management Office (FMO) for payment of the cross-ENROLLMENT form	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	
3. Proceed to the Registrar's Office of your selected Learning Center for approval.	Registrar	Learning Center	30 mins.	
4. Program Chair, (Main Campus) recommends approval or disapproval of the request	Program Chair	4 th Floor, NALLRC	30 mins.	
5. Go back to the Registrar's Office for issuance of pre-ENROLLMENT form.	Registrar	4 th Floor, NALLRC	5 mins.	
6. Go back to Program Chair, for academic advising and issuance	Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Pre-registration

of registration card.				form and registration card
7. Go to the Accounting Department, Student Services Section for assessment of FEE.	Accounting Staff	Ground Floor, South Wing	30 mins.	<ul style="list-style-type: none"> • Registration card
8. Proceed to the Fund Management Office for payment of FEE.	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt and registration card
9. Submit to the Accounting Department, Student Services Section the Accountant's copy of Registration Card and permit if not fully paid.	Accounting Staff	Ground Floor, South Wing	10 mins.	<ul style="list-style-type: none"> • Receipt and registration card
10. Go back to the OU Registrar's Office for validation of the Registration Card	OU Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Receipt and registration card
End of Transaction				

APPLICATION FOR CROSS ENROLLMENT: STUDENT INFORMATION SYSTEM (SIS)

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. The Application for Cross ENROLLMENT and Permit to Cross Enrol must be approved by Director/Registrar of your respective Learning Center	Director and Registrar	Learning Center	30 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT and permit to cross-enrol form
2. Go to Fund Management Office (FMO) for payment of the cross-ENROLLMENT form	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT, permit to cross-enrol form and receipt
3. Proceed to the Registrar's Office of the selected Learning Center for recommendation.	Registrar	Learning Center	30 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT, permit to cross-enrol form and receipt
4. Program Chair, (Main Campus) recommends approval or disapproval of the	Program Chair	4 th Floor, NALLRC	30 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT, permit to cross-enrol

request				form and receipt
5. Go back to the Registrar's Office for issuance of pre-ENROLLMENT form	Registrar	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Cross-ENROLLMENT, permit to cross-enrol form and receipt
6. Go back to the Program Chair for academic advising.	Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Pre-registration form
7. Go back to the Registrar's Office for tagging of the subjects.	Registrar	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Approved pre-registration form
8. Proceed to the Fund Management Office (FMO) for payment of FEE.	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Pre-registration form
9. Go back to the OU Registrar's Office for the issuance of Registration Card	OU Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Pre-registration and receipt
End of Transaction				

APPLICATION FOR ACCREDITATION OF SUBJECT/S

DESCRIPTION OF THE SERVICE:

Subjects taken at another university/college of recognized standing not exceeding 30% of the total number of units in the PUP curriculum and earned not more than five (5) years ago shall be accredited provided they have the same subject description as those in the PUP curriculum.

A student may opt to enrol in the subject and request for a validation. A validation examination shall be given after the ENROLLMENT, and if the student passes the test, the subject is accredited.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Accreditation form
2. Subject description from the university/college last attended
3. Photo copy of Transcript of Record
4. Receipt of payment

Note: Subject description is not required if a student came from PUP.

SCHEDULE OF AVAILABILITY OF SERVICE:

Within the semester

FEE:

Php 100.00 per subject

TOTAL PROCESSING TIME: 1 hour and 30 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the Accreditation form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Accreditation Form
2. Proceed to the respective College for the accreditation of the subjects taken from another university/college by the Dean or the Chairperson	Dean or Chairperson of College	2 nd Floor, North Wing	1 hour	<ul style="list-style-type: none"> • Accreditation form, subject description and photocopy of transcript of records (TOR)
3. Go to the OU Director for the approval of the accredited subject/s	OU Director	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Approved accreditation form
4. Go to the Accounting Department, Student Services Section for the assessment of FEE.	Accounting Staff	Ground Floor, South Wing	10 mins.	<ul style="list-style-type: none"> • Accredited subjects
5. Proceed to the Fund Management Office for payment of FEE.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt

6. Go back to the OU Registrar's Office for submission of the approved accreditation	OU Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Receipt and accreditation form
End of Transaction				

REQUESTS FOR TUTORIAL CLASS

DESCRIPTION OF THE SERVICE:

A tutorial class shall be approved only if the student is graduating during the term, the subject is not offered during the semester/summer and cross ENROLLMENT is not possible. The subject is non-board, non-major, or non-laboratory. A subject that is no longer offered because of curriculum revision shall be taken on a tutorial basis in the absence of a related subject as its substitute. A student can enrol for only one tutorial class; however, he shall be allowed to enrol in the maximum of two (2) subjects if he does not exceed the minimum number of units for the term as reflected in his curriculum sheet. (*Memorandum Order No. 42, series of 2012*)

DOCUMENTARY REQUIREMENTS: photocopy of the following:

- a. Letter of request
- b. Certification of Grades

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT period during the start of every semester and summer

FEE/S:

Undergraduate - 35 students per class at the rate of P 40.00

Masteral – 15 students per class at the rate of P 300.00

TOTAL PROCESSING TIME: 1 hour and 30 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Submit a letter of request Open University Director thru the Chairperson.	Open University Director and Chairperson	4 th Floor, NALLRC		<ul style="list-style-type: none"> • Letter of request
2. After the recommendation of the Chairperson and approval of the Director request will be forwarded to OEVP for approval.	OEVP	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Letter of request
3. After the approval of the EVP proceed to ICTC for tagging/encoding of the approved subject. <ul style="list-style-type: none"> • For Non-SIS proceed to the OU Registrar's Office for ENROLLMENT. 	ICTC Staff and OU Registrar's Staff	2 nd Floor, NALLRC 4 th Floor, NALLRC	30 mins.	<ul style="list-style-type: none"> • Letter of request
4. Proceed to the Accounting Department, Student Services	Accounting Staff	Ground Floor, South	30 mins.	<ul style="list-style-type: none"> • Registration card

	Section for tagging of FEE and assessment for Non-SIS students.		Wing		
5.	Proceed to the Fund Management Office for payment of tutorial FEE	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt and letter of request
6.	Go back to the OUS Registrars Office for validation of Registration Card	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Registration card, letter of request and receipt
End of Transaction					

APPLICATION FOR COMPLETION OF GRADES

DESCRIPTION OF THE SERVICE:

“Incomplete” (Inc.) is temporarily given to a student who may pass in the subject, but who has not yet complied with all its requirements. Such requirement(s) shall be satisfied within one year from the end of the term; otherwise, the grade shall lapse into “No Credit” (N) or a failing grade for SIS.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Completion form signed by the Course Specialist
2. Official Receipt of payment for completion form

SCHEDULE OF AVAILABILITY OF SERVICE:

Within the semester or summer

FEE:

Graduate Program P50.00 per subject

Undergraduate Program P30.00 per subject

TOTAL PROCESSING TIME: 45 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the Completion form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Completion form
2. Proceed to the Fund Management Office for payment of completion form.	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt
3. Proceed to the Course Specialist for completion of the incomplete grades for the subject	Course Specialist			<ul style="list-style-type: none"> • Completion form and receipt
4. Go to the OU Director or Program Chair for approval of the completion form.	OU Director/ Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Completion form and receipt
5. Go back to the OU Registrar's Office for submission of the approved completion form and Official receipt.	OU Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Completion form and receipt
End of Transaction				

APPLICATION FOR DROPPING OF COURSE/SUBJECT

DESCRIPTION OF THE SERVICE:

With the consent of the subject specialist and the Program Chair, a student shall be allowed to drop a subject anytime before the midterm examinations by filling out the necessary application form with the OU Registrar. An unauthorized dropping of subject shall result in a grade of 5.0 or Failed the undergraduate programs and below 2.0 or Failed for the graduate programs.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Application for Change of ENROLLMENT (ACE) Form
2. Receipt of payment

SCHEDULE OF AVAILABILITY OF SERVICE:

before the scheduled Mid-Term Examination

FEE:

Php 20.00

TOTAL PROCESSING TIME: 45 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the Application for Change of ENROLLMENT (ACE) form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • ACE Form
2. Proceed to the Fund Management Office for payment of the ACE form.	Collecting Officer	Ground Floor, South Wing	5-15 mins	<ul style="list-style-type: none"> • ACE Form and receipt
3. Proceed to the Course Specialist for signature indicating the subjects to be changed, dropped or added.	Course Specialist			<ul style="list-style-type: none"> • ACE Form and receipt
4. Go to the OU Director or Program Chair for approval of the ACE form.	OU Director/ Program Chair	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • ACE Form and receipt
5. Go back to the OU Registrar's Office for submission of the approved ACE form.	OU Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • ACE Form and receipt
End of Transaction				

APPLICATION FOR SHIFTING

DESCRIPTION OF THE SERVICE:

Students are allowed to shift from one program/course to another and from one Learning Center to another provided a valid reason is indicated in their letter to the Director of the Open University through the Program chairperson.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. Letter of request
2. Application for Shifting Form
3. Receipt of payment

SCHEDULE OF AVAILABILITY OF SERVICE:

during the ENROLLMENT period

FEE:

Php 150.00

TOTAL PROCESSING TIME: 1 hour

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. The student should write a letter to the Director of the Open University through the Program Chairperson for approval.				<ul style="list-style-type: none"> • Letter of request
2. If approved, fill out the Application for shifting at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Letter of request for shifting and receipt
3. Proceed to the Fund Management Office for payment of the Application for shifting.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt
4. Go to the Program Chair of the desired course/program for acceptance.	Program Chair/ Director OU or Learning Center Director	4 th Floor, NALLRC Campus/ Branch	15 mins.	<ul style="list-style-type: none"> • Letter of request and application for shifting and receipt
5. Proceed to the Program Chair of the course/program for release.	Program Chair/ Director OU or Learning Center Director	4 th Floor, NALLRC Campus/ Branch	15 mins.	<ul style="list-style-type: none"> • Letter of request and application for shifting and receipt
6. Go back to the OU Registrar's Office for	OU Staff	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Letter of request and application for shifting and

ENROLLMENT.				receipt
End of Transaction				

APPLICATION FOR LEAVE OF ABSENCE

DESCRIPTION OF THE SERVICE:

A student intending to take a leave of absence exceeding one semester shall file a written petition to the Director of the Open University stating the reason for the leave. If the leave exceeds one academic year, he shall lose his status as a student in residence. Summer is considered a term.

A student who withdraws from the Open University without a formal leave of absence shall apply for readmission as a new student.

DOCUMENTARY REQUIREMENTS:

1. Letter stating the reason for filing a leave of absence address to the Director of the Open University through the program/chairperson

SCHEDULE OF AVAILABILITY OF SERVICE: Within the semester

TOTAL PROCESSING TIME: 15 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. The student should write a letter to the Director of the Open University through the Program Chairperson for approval.				<ul style="list-style-type: none"> • Student's letter
2. If approved, the student should photo copy the approved letter for his personal file				<ul style="list-style-type: none"> • Student's letter
3. The student should submit the letter to the OU Registrar's Office for filing in the student's record/envelope.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Student's letter
End of Transaction				

APPLICATION FOR INTEGRATED COMPREHENSIVE EXAMINATION (ICE)

DESCRIPTION OF THE SERVICE:

After the completion of the course requirements for a thesis or non-thesis program, the graduate student shall take an integrated comprehensive examination covering all the required and major courses. If a student fails in the examination, he shall take another one and if he fails for the second time, he shall take additional six (6) units of graduate courses before he is allowed to take another examination.

There are two (2) integrated comprehensive examination schedules every school year based on the prescribed and approved OU calendar.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. General Clearance
2. Application for Integrated Comprehensive Examination (ICE) Form
3. Receipt of payment

SCHEDULE OF AVAILABILITY OF SERVICE:

September and February

FEE/S:

Application fee - Php 150.00

Comprehensive Examination fee

- Manual – Php 1,300.00
- Computerized – Php 1,500.00

TOTAL PROCESSING TIME: Application: 30 minutes

Result: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the General Clearance and Application for Integrated Comprehensive Examination (ICE) forms at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • General clearance and ICE form
2. Proceed to the Fund Management Office for payment of the ICE form.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • General clearance, ICE form and receipt
3. Go back to the OU Registrars Office for submission of the General Clearance, ICE Form with official receipt.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • General clearance, ICE form and receipt
4. Applicants will wait for the result of evaluation.	OU Registrar's Office Staff	4 th Floor, NALLRC	Application period	
5. If the application is approved, proceed to the FMO for payment	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt of payment
6. Go back to the OU Registrar's Office for submission of	OU Registrar's Office Staff	4 th Floor, NALLRC	10 mins.	<ul style="list-style-type: none"> • Receipt of payment

official receipt and issuance of permit				
End of Transaction				

APPLICATION FOR GRADUATION

DESCRIPTION OF THE SERVICE:

- **MASTER’S DEGREES**

A student who has already completed all the academic requirements with no grades below 2.0, passed the comprehensive examination, passed the thesis oral examination (for the Thesis Program) and cleared of all accountabilities shall submit his application for graduation.

- **BACCALUAREATE AND POSTBACCALAUREATE DEGREES**

A student who has already completed all academic and other requirements prescribed by the Open University, met the minimum one-year residence and cleared of all accountabilities can shall submit his application for graduation.

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. General Clearance
2. Application for Graduation Form
3. Receipt of payment

SCHEDULE OF AVAILABILITY OF SERVICE:

Mid-year and Year-end

FEE/S:

- Application for Graduation - Php 150.00
- Graduation Fee – P 600.00
- Diploma – P 200.00
- TOR (Undergraduate) – P 350.00
- TOR (Graduate/Post Baccalaureate) – P 250.00 for 1st page/ P 200.00 per exceeding page
- Certification of Graduation – P 150.00
- Memorabilia – P 1,200.00

- Scannable fee – P 60.00
- Alumni fee – P 350.00
- Graduation Picture – P 100.00

TOTAL PROCESSING TIME: Application: 30 minutes
Result of Evaluation: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the Application for Graduation form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Application for graduation form
2. After fully accomplished, proceed to the Fund Management Office for payment of the Application for Graduation.	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Application for graduation form and receipt
3. Go back to the OU Registrars Office for the submission of the General Clearance, Application for Graduation and proof of payment.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • Application for graduation form and receipt
4. Applicants will follow-up the result of evaluation with the scheduled time.	Applicant		Application period	
5. If the application is approved, proceed to the OU Registrar's office for issuance of	OU Registrar's Office Staff	4 th Floor, NALLRC	One day	<ul style="list-style-type: none"> • Certificate of Candidacy (COC), General clearance, and

Certificate of Candidacy (COC), processing of general clearance and payment of graduation FEE.				receipt
6. Submit the general clearance, receipt of payment, and dummy diploma after the graduation for processing of TOR, Diploma and other requested credentials.	OU Registrar's Office Staff	4 th Floor, NALLRC	6 months	<ul style="list-style-type: none"> • Certificate of Candidacy (COC), General clearance, receipt, dummy diploma and all other requirements
End of Transaction				

REQUEST FOR CREDENTIALS

DESCRIPTION OF THE SERVICE:

TRANSCRIPT OF RECORDS

- **For Graduate (Post/Baccalaureate degree and Master's degree)**

A student can apply for Transcript of Records after a dully accomplished General Clearance is submitted together with the proof of payment to the OU Registrar's Office. No Transcript of Records will be released to a proxy unless with a Special Power of Attorney, dully notarized, from the student concerned.

- **For Undergraduate of Baccalaureate and Master's degree**

A student can apply for Transcript of Records after a dully accomplished General Clearance is submitted together with the proof of payment to the OU Registrar's Office. No Transcript of Records will be released to a proxy unless with a Special Power of Attorney, dully notarized, from the student concerned.

DIPLOMA

A diploma is issued to a student who has submitted a duly accomplished General Clearance together with the proof of payment to the OU Registrar's Office.

CERTIFICATION

A student can apply for the certifications provided a duly accomplished General Clearance is submitted together with the proof of payment to the OU Registrar's Office. A certification will be released to a proxy with authorization from the student concerned together with her Identification Card.

HONORABLE DISMISSAL

An Honorable Dismissal shall be issued to a student who voluntarily withdraws from the OU for the purpose of transferring to another school shall have to be cleared of all accountabilities before a certificate is issued to him. A student who leaves the OU for reasons of expulsion, disciplinary action or suspension shall not be entitled to an honourable dismissal. A student who has been issued an honorable dismissal shall not be re-admitted to the OU.

SCHEDULE OF AVAILABILITY OF SERVICE: Within the school year

FEE/S:

Transcript of Records

- Undergraduate: Php 350.00
- Graduate: Php 250. 00

Certification: Php 150. 00

Diploma Php 200. 00

TOTAL PROCESSING TIME: Application: 30 minutes

Releasing: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Get the General Clearance form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • General clearance
2. After fully accomplished, proceed to the Fund Management Office for payment of the requests	Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • General clearance and receipt
3. Go back to the OU Registrars Office for the submission of the General Clearance, all documentary requirements and proof of payment for the processing of the requested credentials.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> • General clearance, receipt and all documentary requirements.
End of Transaction				

OFFICE OF NON TRADITIONAL STUDY PROGRAM (NTSP) AND EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM (ETEEAP)

NTSP is a self-study program wherein the student's educational background, work experiences and achievements are evaluated and accredited through a rating system that leads to the completion of an undergraduate and graduate degree.

A self-paced study program wherein modules, independent researches and other instructional materials are laid down by the school and administered by learning facilitators who help enhance the knowledge, skills, and attitudes of the students. A final requirement is a research paper based on his field of work.

The Unit carries two (2) types of program for prospective students to obtain either a bachelor (undergraduate) or a postgraduate degree on a tutorial basis

CLIENTS FOR NTSP

At least 25 years of age Filipino or foreign practitioner or administrator with at least five (5) years supervisory work experience and/or individuals with exceptional achievements

CLIENTS FOR ETEEAP

At least 25 years of age, working for at least five (5) years, Filipino high school graduate or obtained PEPT placement equivalent to first year college, for undergraduate course,

SERVICE/S OFFERED:

A. ADMISSION

- Admission for ETEEAP CLIENTS per E.O. 330
- Admission for NON TRADITIONAL CLIENTS (1984 BOR Approved)

B. ENROLLMENT

C. GRADUATION

ADMISSION

- **ADMISSION FOR ETEEAP CLIENTS PER E.O.330**

DESCRIPTION OF THE SERVICE:

Check completeness of documents submitted to determine eligibility for the program

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

Assessment fee: Php 3,200.00

TOTAL PROCESSING TIME: Varies

ADMISSION FOR ETEEAP CLIENTS PER E.O.330

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Accomplish ETEEAP form and secure CHED-ETEEAP endorsement	CHED Office, UP Diliman - ETEEAP Office	Diliman, QC	3 days	<ul style="list-style-type: none"> • Accomplished ETEEAP application form and other supporting documents required by CHED-ETEEAP
2. Submit the endorsed CHED-ETEEAP application form and other required documents, as enumerated in the web page of CHED-ETEEAP, for authentication	Office of NTSP and ETEEAP	4 th Floor, NALLRC Bldg. PUP Main Campus, Sta. Mesa, Manila	20 minutes	<ul style="list-style-type: none"> • CHED endorsement letter; • original and photocopy of : <ul style="list-style-type: none"> • curriculum vitae; • transcript of record; • description of subjects taken from previous school; • honorable dismissal from the school last attended; • service record or employment certificate; • employment history with position level/title and job description/ duties and responsibilities per position held;

				<p>certificate of participation and/or</p> <ul style="list-style-type: none"> • attendance to conference, seminar, training/workshop, • award/recognition received in relevant areas of specialization; • 2 pieces of latest 2x2 colored picture with white background ; • original NSO authenticated birth certificate; • original NSO authenticated marriage certificate for female applicant; • medical certificate/clearance
3. Pay the required application and assessment fee	Fund Management Office	Ground Floor, South, Main Bldg,	5 to 10 minutes	<ul style="list-style-type: none"> • Official Receipt
4. Wait for status of application and/or interview schedule and result of accreditation and competency	Office of NTSP and ETEEAP	4 th Floor, NALLRC, Sta. Mesa, Manila	2 to 3 weeks	

assessment				
5. Report for interview	Dean/Chairperson and Director of NTSP and ETEEAP	2 nd Floor, Main Bldg. and 4 th Floor NAL LRC Bldg., Main Campus	30 minutes to one (1) hour	<ul style="list-style-type: none"> • Folder of the applicant containing all the required documents; • letter of endorsement signed by the Director of NTSP & ETEEAP and approved by the Executive Vice President; • program curriculum, and • interview sheet
6. Secure result of accreditation of formal and non formal education after successfully passing the interview	Office of NTSP and ETEEAP	4 th Floor, NALLRC, Bldg., Sta. Mesa, Manila	10 minutes	<ul style="list-style-type: none"> • Assessed curriculum
7. Enroll in appropriate competency enhancement program	Office of NTSP and ETEEAP	4 th Fl., NALLRC, Sta. Mesa, Mla.	10 minutes	<ul style="list-style-type: none"> • Registration form
End of Transaction				

ADMISSION for NON TRADITIONAL CLIENTS

DESCRIPTION OF THE SERVICE:

Check completeness of documents submitted to determine eligibility for admission

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

Assessment fee: Php 3,200.00 – undergraduate program

Php 5,400.00 – Master's degree program

TOTAL PROCESSING TIME: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Submit letter of intent to enroll, together with the other documents/proofs relevant to the desired course/program	Office of NTSP and ETEEAP	4 th Floor, NALLRC, Bldg., Sta. Mesa, Manila	10 minutes	<ul style="list-style-type: none"> • Two (2) sets of : letter of intent to avail the program addressed to the University President through the Executive Vice President and the Director of NTSP and ETEEAP, • recommendation/endorsement of three (3) notable persons; • curriculum vitae; • original transcript of record; • description of subjects taken from previous school; • honorable dismissal from the school last attended; • service record or employment certificate; • employment history with position level/title and job description/ duties and responsibilities per

				<p>position held;</p> <ul style="list-style-type: none"> • certificate of participation and/or attendance to conference, seminar, training/ workshop • certificate of award/recognition received in relevant areas of specialization; • 2 pieces of latest 2x2 colored picture with white background ; • original NSO authenticated birth certificate; • original NSO authenticated marriage certificate for female applicant; • medical certificate/ clearance
2. Pay the required application and assessment fee	Fund Management Office	Ground Floor, South, Main Bldg,	5 to 10 minutes	<ul style="list-style-type: none"> • Official receipt
3. Wait for status of application and/or interview schedule and result of	Office of NTSP and ETEEAP	4 th Floor, NALLRC, Bldg., Sta. Mesa, Manila	2 to 3 weeks	

accreditation and competency assessment				
4. Report for interview	Dean/Chairperson and Director of NTSP and ETEEAP	2 nd Floor, Main Bldg. and 4 th Floor NAL LRC Bldg., Main Campus	30 minutes to one (1) hour	<ul style="list-style-type: none"> Folder of the applicant containing all the required documents; letter of endorsement signed by the Director of NTSP & ETEEAP and approved by the Executive Vice President; program curriculum, and interview sheet
5. Secure result of accreditation of formal and non formal education after successfully passing the interview	Office of NTSP and ETEEAP	4 th Floor, NALLRC, Bldg., Sta. Mesa, Manila	10 minutes	<ul style="list-style-type: none"> Assessed curriculum
6. Enroll in appropriate competency enhancement program	Office of NTSP and ETEEAP	4 th Floor, NALLRC Bldg. Sta. Mesa, Manila	10 minutes	<ul style="list-style-type: none"> Registration form
End of Transaction				

ENROLLMENT

- **ENROLLMENT FOR BOTH ETEEAP AND NON TRADITIONAL STUDIES**

DESCRIPTION OF THE SERVICE:

Enrol in the approved competency enhancement program for further knowledge or skills

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT Period every semester and summer.

Monday to Friday, 8:00am to 5:00pm

FEE:

Php 3,750.00 per 3 units, Undergraduate program

Php 6, 750.00 per 3 units, Master's program

TOTAL PROCESSING TIME: 1 hour and 30 minutes

ENROLLMENT FOR BOTH ETEEAP AND NON TRADITIONAL STUDIES				
HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Proceed to the Office of the ETEEAP and NTSP for the academic advising of the subjects to be enrolled based on the assessed curriculum	Director, Office of NTSP and ETEEAP	4 th Floor, NALLRC Bldg. Sta. Mesa, Manila	30 mins.	<ul style="list-style-type: none"> • Registration form and the assessed curriculum

2. Proceed to the Accounting Department, Student Services Section for assessment of FEE.	Accounting Staff	Ground Floor, South Wing	30 mins.	<ul style="list-style-type: none"> • Registration card
3. Go to the Fund Management Office (FMO) for payment of FEE.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> • Receipt and registration card
4. Submit to Accounting Department, Student Services Section submission the Accountant's Copy of the registration card and permit if not fully paid.	Accounting Staff	Ground Floor, South Wing	10 mins.	<ul style="list-style-type: none"> • Receipt and registration card
5. Go to the OU Registrar's Office for validation of ENROLLMENT	OU Registrar's Office	4 th Floor, NALLRC Bldg. Sta. Mesa, Manila	5 mins.	<ul style="list-style-type: none"> • Receipt and registration card
6. Submit the photocopy of the validated registration card to the Office of ETEEAP and NTSP	Office of NTSP and ETEEAP	4 th Floor, NALLRC Bldg. Sta. Mesa, Manila	5 mins.	<ul style="list-style-type: none"> • Photocopy of the validated registration form and the assessed curriculum
End of Transaction				

APPLICATION FOR GRADUATION

DESCRIPTION OF THE SERVICE:

a. MASTER'S DEGREE

A student who has already completed all the academic requirements with no grade below 2.0, passed the thesis oral examination and cleared of all accountabilities shall submit his application for graduation.

b. BACCALUAREATE DEGREE

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

DOCUMENTARY REQUIREMENTS: photocopy of the following:

1. General Clearance
2. Application for Graduation Form
3. Receipt of payment

SCHEDULE OF AVAILABILITY OF SERVICE:

Mid-year and Year-end

FEES:

- Application for Graduation - Php 150.00
- Graduation Fee – P 600.00
- Diploma – P 200.00
- TOR (Undergraduate) – P 350.00
- TOR (Graduate) – P 250.00 for 1st page/ P 200.00 per exceeding page
- Certification of Graduation – P 150.00
- Memorabilia – P 1,200.00
- Scannable fee – P 60.00
- Alumni fee – P 350.00
- Graduation Picture – P 100.00

TOTAL PROCESSING TIME: Application: 30 minutes
Result of Evaluation: Varies

APPLICATION FOR GRADUATION

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1 Get the Application for Graduation form at the OU Registrar's Office.	OU Registrar's Office Staff	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> Application for graduation form
2 After fully accomplished, proceed to the Fund Management Office for payment of the Application for Graduation.	FMO Collecting Officer	Ground Floor, South Wing	5-15 mins.	<ul style="list-style-type: none"> Application for graduation form and receipt
3 Proceed to the Office of NTSP and ETEEAP for the submission of the Application for Graduation and proof of payment.	Office of NTSP and ETEEAP	4 th Floor, NALLRC	5 mins.	<ul style="list-style-type: none"> Application for graduation form and receipt
4 Applicants will follow-up the result of evaluation with the scheduled time.	Office of NTSP and ETEEAP	4 th Floor, NALLRC	Application period	
5 If the application is approved, proceed to the OU Registrar's office for issuance of Certificate of Candidacy (COC), processing of general clearance and payment of graduation FEE.	OU Registrar's Office Staff	4 th Floor, NALLRC	One day	<ul style="list-style-type: none"> Certificate of Candidacy (COC), General clearance, and receipt

<p>6 Submit the general clearance, receipt of payment, and dummy diploma after the graduation for processing of TOR, Diploma and other requested credentials.</p>	<p>Office of NTSP and ETEEAP</p>	<p>4th Floor, NALLRC</p>	<p>6 months</p>	<ul style="list-style-type: none"> • Certificate of Candidacy (COC), General clearance, receipt, dummy diploma and all other requirements
<p>End of Transaction</p>				

OFFICE OF INTERNATIONAL AFFAIRS

The Office International Affairs, takes the pivotal role in the processing of:

- foreign student application to the University and
- academic exchanges, agreements, and networking programs with equally reputable higher education institution and organizations abroad.

SERVICE/S OFFERED:

FOREIGN STUDENT APPLICATION

- Admission
- Student Visa Conversion/Special Study Permit
- Intensive English Course
- Enrollment
- Renewal/Extension of Student Visa

INTERNATIONAL PARTNERSHIP AGREEMENT/ LINKAGE

FOREIGN STUDENT APPLICATION

- **ADMISSION**

DESCRIPTION OF THE SERVICE:

The Office of International Affairs facilitates the application, initial assessment of credentials for evaluation in the desired program of the foreign student applicant, acceptance in the program, securing the Notice of Acceptance (NOA) from the University Registrar and conversion of student visa /special study permit at the Bureau of Immigration.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

TOTAL PROCESSING TIME: Varies

ADMISSION

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Check admission requirements for undergraduate or graduate program desired from the PUP website www.pup.edu.ph	Director, OIA	OIA, 2 nd floor, South Wing, PUP Main Bldg.	10-15 minutes	
2. Go to the OIA for orientation, initial assessment of credentials and secure college interview schedule.	Director, OIA	OIA, 2 nd floor, South Wing, PUP Main Bldg.	5-10 minutes	<ul style="list-style-type: none"> • Photocopy of data pages of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post • Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin

				<p>or legal residence;</p> <ul style="list-style-type: none"> • Personal History statement with passport photo and left and right thumb mark (six copies) • A Notarized Affidavit of Support including bank statements, notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as other school dues and other incidental expenses • Duly authenticated police clearance/ Certificate of Non-Criminality
<p>3. Interview/evaluation by the College Dean/Chair to determine if the applicant substantially meets the entrance requirements of the program applied for.</p>	<p>Director, OIA Dean/Chair of the College where the program is offered</p>	<p>OIA, 2nd floor, South Wing, PUP Main Bldg.</p>	<p>30 minutes to 1 hour</p>	<ul style="list-style-type: none"> • Duly accomplished PUP OIA Application form for foreign student

4. Take prescribed evaluation or entrance examination	Dean/Chair of the College where the program is offered or Graduate School Registrar in the case of the graduate programs	West Wing Ground Flr. Rm 115 OR Registrar, Graduate School M. H. Del Pilar Campus	1-2 hours	<ul style="list-style-type: none"> College/Graduate School Admission Requirements
5. Submit credentials to the Office of University Registrar (OUR) thru OIA	Director, OIA University Registrar	West Wing Ground Flr. Rm 115	20-30 minutes	<ul style="list-style-type: none"> All documentary requirements
6. Secure NOTICE of ACCEPTANCE (NOA) from the Office of University Registrar (OUR)	Director, OIA	West Wing Ground Flr. Rm 115	1 week	
End of Transaction				

STUDENT VISA CONVERSION/SPECIAL STUDY PERMIT

DESCRIPTION OF THE SERVICE:

The Office of International Affairs facilitates the submission of the Notice of Acceptance (NOA) and credentials to the Bureau of Immigration (BI) for the issuance of student visa or special student permit.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEES:

Php 6, 550.00 Student Visa Conversion Fee - Bureau of Immigration

Php _____ PUP Facilitation Fee

TOTAL PROCESSING TIME: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Submit all documents for processing of the Student Visa Conversion (Section 9 F) or Special Study Permit to the OIA	Director, OIA accredited PUP liason officer in the BI	OIA, 2 nd Flr., South Wing, PUP Main Bldg. BI Student Desk Section,G/F Main Bldg., Magallanes Drive, Intramuros, Manila 1002	2 weeks	<ul style="list-style-type: none"> • Duly notarized letter request from the applicant with a statement that all documents submitted were legally obtained from the corresponding government agencies • Duly accomplished and notarized BI General Application Form • Original Copy of Notice of Acceptance (NOA) containing a clear impression of the school's official dry seal and a duly notarized written endorsement from the school for conversion

				<p>of the applicant's status signed by the School Registrar</p> <ul style="list-style-type: none"> • Original copy of Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit • Photocopy of applicant's passport (bio-page, latest admission and authorized stay) and Bureau of Immigration stamp • National Intelligence Coordinating Agency (NICA) Clearance • Bureau of Immigration
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				(BI) Clearance Certificate
2. Upon release of the Student Visa/Special Student Permit, submit a copy to the OUR	Director, OIA OUR			<ul style="list-style-type: none"> • Student Visa/Special Student Permit
End of Transaction				

APPLICATION FOR INTENSIVE ENGLISH COURSE

DESCRIPTION OF THE SERVICE:

Admitted foreign students from non-english speaking countries, are required to take an English Placement Test (EPT) to determine their level of English proficiency and are advised to take a 200-hour Intensive English Course based on the results of the EPT administered by the Department of English and Foreign Languages.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

\$ 500 (200- hour Intensive English Course)

TOTAL PROCESSING TIME: 3 hours and 10 minutes

INTENSIVE ENGLISH COURSE

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Present Student Visa to the OIA to secure ENGLISH PLACEMENT TEST schedule	Director, OIA	OIA, 2 nd Flr., South Wing, PUP Main Bldg.	10 mins.	<ul style="list-style-type: none"> • Student Visa
2. Take English Placement Test (EPT) that will determine Level of Intensive English course to be taken (basic, intermediate, advanced, etc)	Chairperson, Department of English and Foreign Languages	2 nd Flr., Northwing Wing, PUP Main Bldg.	1 hour	<ul style="list-style-type: none"> • Identification Card or passport
3. Get result of the EPT and enroll in the prescribed intensive english course	Chairperson, English Department	English Department, 2 nd Flr., PUP Main Bldg.	1 hour	<ul style="list-style-type: none"> • EPT Result
4. Pay the \$500 intensive english course fee at the Fund Managment Office	Fund Management Office	Fund Management Office Ground floor, Southwing	30 mins	<ul style="list-style-type: none"> • Registration card
5. Proceed to the OUR for validation	OUR	West Wing Ground Flr. Rm 115	30 mins	<ul style="list-style-type: none"> • Registration card and copy of official

				receipt
6. Report to the Department of English and Foreign Languages for the 200-hour Intensive English Course.	Chairperson, Department of English and Foreign Languages	2 nd Fl., Northwing Wing, PUP Main Bldg.		<ul style="list-style-type: none"> Validated registration card and copy of official receipt
End of Transaction				

ENROLLMENT

DESCRIPTION OF THE SERVICE:

The Office of International Affairs (OIA) informs the Office of the University Registrar (OUR) of the completion of the Intensive English Course and refers the student to the college for advising and ENROLLMENT of subjects, assessment of FEE , payment and issuance of registration certificate.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

Undergraduate:

\$500/semester

Graduate:

S\$1,000/semester

TOTAL PROCESSING TIME: 1 hour and 30 minutes

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. ENROLLMENT- Enrol at the College where you have been admitted. Program chairperson advises and assists in the SIS enrollment	Program Chairperson	College and ICT Center	30 minutes	<ul style="list-style-type: none"> • Student Visa
2. ASSESSMENT – Go to Accounting Office for the assessment of FEE and issuance of the registration certificate by the OUR for the courses enrolled in the semester	ICTC/Accounting Personnel (on line)	ICTC Ninoy Aquino Library and Learning Resource Center	15 minutes	<ul style="list-style-type: none"> • Registration Certificate
3. PAYMENT- Pay the assessed amount of FEE at the cashier	Cashier	Landbank or University cashier, Main Bldg.	30 minutes	<ul style="list-style-type: none"> • Assessed Registration Certificate
4. VALIDATION - Have the validation of enrolled subject by the OUR	OUR staff	OUR	10 minutes	<ul style="list-style-type: none"> • Registration Certificate and Official Receipt of Payment

RENEWAL/EXTENSION OF STUDENT VISA

DESCRIPTION OF THE SERVICE:

OIA checks the requirements for the application for Student Visa Extension, requests the OUR to issue Certificate of Grades and ENROLLMENTs Status of foreign student, facilitates the application for Student Visa Extension at the Bureau of Immigration.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEES:

Php 3, 520 – Extension/Renewal Fee

Php _____ - PUP Facilitation Fee

TOTAL PROCESSING TIME: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. Submit to OIA all necessary documents	Director, OIA	OIA, 2 nd Flr., South Wing, PUP Main Bldg.	10 minutes	<ul style="list-style-type: none"> • Duly accomplished and notarized BI General Application Form; • Original Copy of Certificate of Re-admission or Enrollment Form • Original Transcript of Grades (2 previous semesters) • Photocopy of applicant's passport (bio-page, latest admission/arrival and latest 9(f) extension) • Photocopy of ACR I-card • BI clearance • In case of transfer, Honorable Dismissal or Certificate of Transfer from previous school In case of failed grades or dropped subjects, letter of explanation for

				the same
2. Processing at the Bureau of Immigration	PUP Bureau of Immigration accredited liaison officer	BUREAU OF IMMIGRATION Office of the Executive Director Student Desk Section,G/F Main Bldg., Magallanes Drive, Intramuros, Manila 1002	One week	
3. Get Visa Extension from the OIA	PUP Bureau of Immigration accredited liaison officer	OIA, 2 nd Flr., South Wing, PUP Main Bldg.	10 minutes	
End of Transaction				

INTERNATIONAL PARTNERSHIP AGREEMENT / LINKAGES

DESCRIPTION OF THE SERVICE:

OIA initiates and facilitates the collaboration between PUP and foreign institution, signing of Memorandum of Agreement and follows through its implementation.

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday, 8:00am to 5:00pm

FEE:

N/A

TOTAL PROCESSING TIME: Varies

HOW TO AVAIL OF THE SERVICE				
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION	DOCUMENTARY REQUIREMENTS
1. OIA submits letter of intent and draft Memorandum of Agreement (MOA) to Foreign Institution or vice-versa	Partnership proponent	OIA, 2 nd Flr., South Wing, PUP Main Bldg.	10 minutes	<ul style="list-style-type: none"> Proposed Memorandum of Agreement Letter of Intent University/ Institution Profile
2. OIA endorses MOA to the PUP Legal Office for review	Director, OIA Director, Legal Office	Legal Office, 3 rd Flr, PUP Main Bldg.	One(1) day	<ul style="list-style-type: none"> Draft MOA
3. OIA secures copy of comments/feedb ack from the Legal Office and sends to partner institution and the Office of the PUP President for further comments, amendments or approval	Director, OIA PUP President	OIA, 2 nd Flr., South Wing, PUP Main Bldg. Office of the President	One (1) week to one(1) month	<ul style="list-style-type: none"> Memorandum of Agreement

<p>4. Upon agreement on the final draft, the OIA and its counterpart from the partner institution, schedule MOA signing by the Presidents of the two institutions.</p>	<p>Director, OIA and partner institution</p>	<p>OIA, 2nd Flr., South Wing, PUP Main Bldg.</p>	<p>One week to one(1) month</p>	<ul style="list-style-type: none"> • Final Draft of MOA
<p>5. MOA Signing and Fellowship</p>	<p>Director, OIA and partner institution</p>	<p>Agreed upon venue and schedule</p>	<p>Three(3) to Four (4) hours</p>	<ul style="list-style-type: none"> • Final copies of MOA (4) for signature
<p>End of Transaction</p>				

PUP GRADUATE SCHOOL

As center of graduate education, the PUP Graduate School is committed to foster excellence in instruction, research, extension, community service, production, industry-academe partnerships, local and international linkages, and stakeholder empowerment.

The PUP Graduate School has avowed functions to provide advanced professional studies leading to doctoral degrees and master's degrees in specialized fields.

GRADUATE SCHOOL REGISTRAR'S OFFICE

About the Service

The Graduate School Registrar's Office maintains the students' academic records and implements policies and regulations for admission, ENROLLMENT, load requirements, promotion, retention, graduation, transfer and dismissal of students. The Graduate School Registrar's office facilitates and processes new, returning and transferee applications, course registration; and assists in the administrative processes that support graduate education.

The Registrar's Office serves the students from the time they are admitted and during their entire residency in the Graduate School. Specifically, it provides technical services, such as the preparation and issuance of transcript of records, certifications, clearances, honorable dismissals and diplomas, and evaluates and maintains student records. The office also processes and evaluates records of applicants for comprehensive examination, graduation, and it assists in the graduation exercises.

ADMISSION

Description of Service:

The Graduate School Admission Office processes and facilitates the applications of bachelor's degree holders (for master's) and master's degree holders (for doctorate) who passed the Graduate School Entrance Examination (GSEE) for ENROLLMENT. The Office verifies and checks the applicants' application documents as to whether the applicant is qualified for admission or not.

Fees: P500.00 – Entrance exam fee

Processing Time:

Application - 5 to 10 minutes

Entrance Examination:

Master's - 1 hour & 30 minutes

Doctorate - 30 minutes

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Apply for GS Entrance Examination on-line and select intended program by completing and submitting the online application.	ICTC	2 nd Floor, NALLRC Sta. Mesa, Manila	Completely filled-up online application form
2. Print the payment voucher	Applicant	Applicant	
3. Pay fee through PUP Cashier's office	Collecting Officer, Cashier	South Wing, G/ F, Main campus	Applicant's copy of Printed Payment Voucher
4. Submit the Official Receipt together with admission requirements to the GS staff for issuance of test permit	GS Staff	GS Bldg. , 2/F M.H. Del Pilar Campus	Admission documents and Official Receipt
5. Be at the assigned testing room at least 30 minutes before the scheduled time printed in your GSEE Permit	Proctor/Test Administrator	GS Bldg. , 2/F M.H. Del Pilar Campus	<ul style="list-style-type: none"> ▪ GS Entrance Exam Permit ▪ Black or blue ballpen
6. International students may inquire directly	Director, ARO	West Wing, Ground Floor,	Passport, Student Visa/ Study Permit, TRO,

from the Director's Office, ARO		Rm. 115 Main Campus	TOEFL Certificate or its equivalent, Letter of Recommendation from sponsoring Agencies and/or from an Embassy/Consular, Education Certificate/ Diploma, Personal History Statement, Certificate of Good Moral Character, Bank Certificate Medical Clearance, 2 pcs. 2x2 photos with white background, and Alien Certificate of Registration
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REGISTRATION

Description of Service:

The Graduate School Registrar's Office processes and facilitates the ENROLLMENT of freshmen, old students, returning and transferees.

ENROLLMENT

❖ ENROLLMENT OF FRESHMEN GRADUATE PROGRAMS

SCHEDULE OF AVAILABILITY OF SERVICE:

ENROLLMENT period before the start of every semester and summer.

Fees:

Master's Programs - P200.00 per unit
 Doctoral Programs - P250.00 per unit

Processing Time:

Interview/advising - 30 minutes
 Tagging of subjects - 15 minutes
 Payment of fees - 15 minutes
 Printing & validation of registration cert. - 10 minutes

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Visit the PUP Website for the result of the Entrance Examination and on-line confirmation of ENROLLMENT	Applicant	www.pup.edu.ph	
2. Download and print the admission record, pre-registration form, enrollment procedures and list of ENROLLMENT requirements.	Applicant	www.pup.edu.ph	
3. Go to the GS Registrar's Office for submission of the original documents and issuance of Approval for ENROLLMENT .	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Required documents as indicated in your confirmation slip
4. Go to the Program Chairperson for interview and advising of subjects to be enrolled.	Program Chair	GS classrooms, GS Bldg. M.H. Del Pilar Campus	Pre-registration form
5. Proceed to the GSMIS or designated room for tagging of the subjects.	IT Personnel	GSMIS Room/ IT Center	Approved pre-registration
6. Proceed to the Fund Management Office (Cashier's Office) for payment of fees	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Approved pre-registration
7. Go back to the GSMIS Room for printing of the Registration Certificate	GSMIS Staff	GSMIS Room GS Bldg. , G/F M.H. Del Pilar Campus	Official Receipt of payment

❖ **ENROLLMENT OF OLD STUDENTS WITH STUDENT INFORMATION SYSTEM (SIS) ACCOUNT**

SCHEDULE OF AVAILABILITY OF SERVICE:

During ENROLLMENT period of every semester and summer.

Fees:

Master's Programs - P200.00 per unit

Doctoral Programs - P250.00 per unit

Processing Time:

Advising/Pre-registration - 10 to 15 min.

Tagging of subjects - 5 to 10 min.

Payment of fees - 15 to 30 min.

Printing of Registration Certificate - 5 to 10 min.

Validation & issuance of classcards - 3 to 5 min

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Present the Old Registration Card at the GS Registrar's Office for issuance of pre-registration form.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Previous semester's Registration Certificate
2. Go to the Program Chairperson for advising of subjects to be enrolled.	Program Chair	GS classrooms, GS Bldg. M.H. Del Pilar Campus	Pre-registration form
3. Go to the GSMIS Office for tagging of the subjects.	IT Personnel	GSMIS Room 2 nd Floor	Approved pre-registration
4. Pay total tuition and miscellaneous fees	Collecting Officer Cashier's office	South Wing, G/ F, Main campus	Approved pre-registration
5. Proceed to the GSMIS Office for printing and validation of Registration Certificate	GSMIS Staff	GSMIS Room GS Bldg., 2/ F M.H. Del Pilar Campus	Official Receipt of payment

❖ **ENROLLMENT OF OLD STUDENTS – MANUAL PROCESSING (NON-SIS ACCOUNT)**

SCHEDULE OF AVAILABILITY OF SERVICE:

During ENROLLMENT period of every semester and summer.

Fees:

Master’s Programs - P200.00 per unit

Doctoral Programs - P250.00 per unit

Processing Time:

Advising/Pre-registration - 10 to 15 min.

Issuance of registration cert. - 5 to 10 min.

Payment of fees - 15 to 30 min.

Validation of Registration

Cert. & issuance of classcards - 3 to 5 min.

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Present the Old Registration Card at the GS Registrar’s Office for issuance of pre-registration form.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Latest Registration Card stamped fully paid by the Accounting Office
2. Proceed to the Program Chairperson for advising of subjects to be enrolled.	Program Chair	GS Bldg. M.H. Del Pilar Campus	Student’s Program of Studies & pre-registration form
3. Go back to the GS Registrar’s Office for the New Registration Card to be filled up by the student.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Approved pre-registration form
4. Go to the Accounting Office, Student Services Section for assessment of fees.	Accounting Staff	South Wing, G/ F, Main campus	Fully accomplished registration certificate
5. Pay your total tuition and miscellaneous fees	Collecting Officer Cashier’s office	South Wing, G/ F, Main campus	Assessed copy of registration certificate

6. Proceed to the GS Registrar's Office for validation of the Registration Card and issuance of classcards.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Official receipt of payment Registration certificate (Registrar's copy)
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RE-ADMISSION

Description of Service

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

SCHEDULE OF AVAILABILITY OF SERVICE:

During ENROLLMENT period of every semester and summer.

Fees:

Re-admission fee – P300.00

Processing Time: 10 to 30 min.

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Go to the GS Registrar's Office for the Application for Readmission and secure Clearance Form	GS Staff	GS Bldg., G/F M.H. Del Pilar Campus	Re-admission letter addressed to the Dean of the GS
2. Go to the Office of the Dean for the approval of the request for readmission	GS Dean	Dean's Office GS Bldg., G/F M.H. Del Pilar Campus	Letter of Intent as returnee student Re-admission letter

3. Go to the GS Registrar's Office for academic evaluation and recommendation & approval for re-admission	GS Registrar	GS Bldg. M.H. Del Pilar Campus Sta. Mesa, Manila	Approved application for re-admission
4. Go to the GS Library and Accounting Office for the signing of clearance	GS Librarian Accounting Staff	<ul style="list-style-type: none"> ▪ GS Library ▪ Ground Floor, South Wing 	Clearance form
5. Go to the Fund Management Office for payment of re-admission fee	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Signed clearance
6. Go to the Program Chair for evaluation and advise on the subjects to be enrolled	Program Chair		Approved application for re-admission and pre-registration form
7. Go back to the GS Registrar's Office for ENROLLMENT.	GS Staff	GS Bldg. M.H. Del Pilar Campus Sta. Mesa, Manila	Application for Re-Admission approved by the: Dean, Program Chair, and GS Registrar; Clearance and OR

CROSS ENROLLMENT

Description of Service:

Students are allowed to cross enrol if the remaining subject/s to be taken is/are not offered in the Graduate School. The Registrar will issue a "permit to cross-enrol" at an accredited school upon the Program Chair's endorsement and the Dean's approval.

SCHEDULE OF AVAILABILITY OF SERVICE:

During ENROLLMENT period of every semester and summer.

Fees:

No fees required

Processing Time: 10 to 20 minutes

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit written request/ application for Cross ENROLLMENT to the GS Dean's Office	GS Dean	Dean's Office M.H. Del Pilar Campus Sta. Mesa, Manila	Application for cross-enrollment
2. Proceed to the Program Chair for the recommendation of approval of the request and the subjects to be enrolled.	Program Chair		Approved request for cross-enrollment
3. Go back to the Registrar's Office for issuance of Permit to cross-enroll	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Approved request for cross-enrollment

ACCREDITATION OF SUBJECT/S TAKEN IN OTHER SCHOOLS

Description of Service

The GS Registrar's office processes and facilitates the applications for accreditation of subjects taken in other schools/universities.

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

SCHEDULE OF AVAILABILITY OF SERVICE: Within the semester

Fees:

For Master's - P200.00/unit

For Doctorate - P250.00/unit

Processing Time: 5 to 10 minutes

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Submit written request addressed to the Dean for accreditation of subjects taken in other school	GS Staff	Dean's Office	Application letter for accreditation
2. Proceed to the respective Program chair for the recommendation/ approval for accreditation of the subjects taken from another school	Program Chair		<ul style="list-style-type: none"> • Accreditation letter • Certification of grades or transfer credential from last school attended • Subject description from college/university last attended
3. Go to the GS Dean for the approval of the subject/s for accreditation	GS Dean	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	<ul style="list-style-type: none"> • Certification of grades or transfer credential from last school attended • Subject description from college/university last attended
4. Go to the Accounting Department, Student Services Section for assessment of fees.	Accounting Staff	Ground Floor, South Wing	Approved request for accreditation
5. Pay the accreditation fee	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Approved request for accreditation with assessment
6. Go back to the GS Registrar's Office for submission of the approved accreditation	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Receipt of payment

COMPLETION OF GRADES

Description of Service

A grade of Incomplete (Inc.) is given to a student whose course work is not completed at the time the grade was submitted. An “Incomplete” (Inc.) grade must be completed within a period of one (1) year from the semester/term the Inc. grade was incurred. After a year, the student is required to repeat the course or it remains “Inc.” and will earn no credit (“NC”).

SCHEDULE OF AVAILABILITY OF SERVICE:

Within the prescribed period of completion.

Fees: P 50.00 per subject

Processing Time: Varies

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Secure Completion form from the GS Office.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Registration certificate
2. Proceed to the Cashier's office for payment of completion fee.	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Completion form
3. Proceed to the Course Professor for completion of the incomplete grade for the subject	Course Professor		Completion form and Receipt of payment
4. Go to the GS Dean for approval of the completion form.	GS Dean	Dean's Office GS Bldg. , G/F	<ul style="list-style-type: none"> • Completion form signed by the Professor • Receipt of payment
5. Go back to the GS Registrar's Office for submission of the	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Receipt of payment

approved completion form.			
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DROPPING AND CHANGING OF SUBJECT

Description of Service

Changing of Subject

A change of subject, load, or course may be allowed for a valid reason upon prior endorsement of the Program Chair and approval of the Dean.

Dropping of Subjects

With the consent of the faculty member and the Dean of the Graduate School, a student may drop a subject/ course anytime before the mid-term examinations by accomplishing the Application for Change of ENROLLMENT (ACE) form and submitting it to the Registrar's Office for record purposes. Unauthorized dropping of subject may result to a grade of 5.0 or Failed.

SCHEDULE OF AVAILABILITY OF SERVICE:

During ENROLLMENT period of every semester and summer.

Fees: P 50.00 per subject
No fee for dissolved subjects

Processing Time: Varies

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Get the ACE form at the GS Registrar's Office.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Certificate of Registration
2. Proceed to the Cashier's office for payment of the ACE form.	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Application for Change of ENROLLMENT (ACE) Form

3. Proceed to the Course Professor for signature indicating the subjects to be changed, dropped or added.	Course Professor	Professor's Room	Application for Change of ENROLLMENT (ACE) Form
4. Go to the GS Dean for approval of the ACE form.	GS Dean	Dean's Office GS Bldg. , G/F	ACE form signed by concerned Professor
5. Go back to the GS Office for acknowledgement of the approved ACE form.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Approved ACE form and Official Receipt of payment

APPLICATION FOR SHIFTING/CHANGE OF CURRICULUM

Description of Service

a. Shifting from one program to another

Transfer to another program/course may be allowed only with the approval of the Dean upon the recommendation of the Program Chair, who shall advise the GS Registrar's Office for proper recording.

SCHEDULE OF AVAILABILITY OF SERVICE: Within the semester

Fees: P100.00 – shifting fee

Processing Time: 20 to 30 min.

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. The student should write a letter to the GS Dean through the Program Chairperson for approval.	Student		Letter of Intent (shifting)
2. Proceed to the Program Chair of the	Program Chair	GS Bldg. , G/F M.H. Del Pilar	Dean's Endorsement

present course/program for release.		Campus	
3. Go to the Program Chair of the desired course/ program for acceptance.	Program Chair		Current Program Chair's release note
4. If approved, proceed to the Cashier's Office for payment of the Change of curriculum/ shifting fee.	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Order of payment
5. Go back to the GS Registrar's Office for acknowledgement of the approved application for shifting.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Approved application for shifting & Official Receipt of payment

b. Shifting from thesis to non-thesis program

Students enrolled under the thesis program are allowed to shift to non-thesis program only with the approval of the Dean and the Program Chair, who shall advise the GS Registrar's Office for proper recording.

SCHEDULE OF AVAILABILITY OF SERVICE: Within the semester

Fees: P100.00 – shifting fee

Processing Time: 20 to 30 min.

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. The student should write a letter to the GS Dean through the Program Chairperson for approval.	Student		Student's Program of Studies
2. Proceed to the	Program Chair		Student's Program of

Program Chair for approval of the request for shifting to non-thesis		GS Bldg. , G/F M.H. Del Pilar Campus	Studies
3. If approved, pay the Change of curriculum/ shifting fee.	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Approved letter/order of payment
4. Go back to the GS Registrar's Office for acknowledgement of the approved application for shifting.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Approved application for shifting and Official Receipt of payment

COMPREHENSIVE EXAMINATION

Description of Service

The Graduate School Office processes and facilitates the applications for comprehensive examination. It also supervises the administering of comprehensive examination activities.

The student takes a comprehensive examination after completion of his/her course requirements. A student who fails the examination will have to take another examination. A second failure will mean his/her taking the examination again but only after taking the required additional courses of six (6) units.

SCHEDULE OF AVAILABILITY OF SERVICE:

For (Sept.) 1st Semester's exam - July to August

For (Feb.) 2nd Semester's exam - December to January

Fees: P 1,300.00 for doctoral
P 1,000.00 for master's

Processing Time:

Application: 5 to 10 min.

Evaluation: 2 weeks before the exam

Exam proper: 3 hours/day (2 days)

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Secure an Application form and Program of Studies at the GS Office.	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	

2. Accomplish the form and attach updated program of studies.	Applicant		Application form and program of studies
3. Submit the accomplished application form together with the updated program of studies to the GS Office.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Accomplished form and updated program of studies
4. The GS staff processes & evaluates records of applicants for comprehensive exam and endorses the same to the Chairperson for approval.	GS Registrar	GS Bldg., G/F M.H. Del Pilar Campus	Applicant's scholastic records/envelope
5. The GS office announces/ posts the list of qualified examinees.	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	Evaluated records of applicant
6. Proceed to the Cashier's Office for payment of comprehensive exam fee.	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Payment order
7. Submit the official receipt of payment to the GS Registrar's office.	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	Official receipt of payment

APPLICATION FOR GRADUATION

Description of Service

The Graduate School Office processes and facilitates the applications for graduation. The Graduate School staff verifies students' documents and

evaluates the scholastic records for completion of curriculum requirements and candidacy toward a certain degree.

SCHEDULE OF AVAILABILITY OF SERVICE: Before Mid-Year & Year-End

Graduation

Fees:

Processing Time: Varies

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Secure an Application form at the GS Office.	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus Sta. Mesa, Manila	Latest registration certificate
2. Accomplish the form and attach updated program of studies.	Applicant		Application form, program of studies
3. Submit the accomplished application form together with the updated program of studies to the GS Office.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Accomplished form and updated program of studies
4. The GS Staff retrieves the student-applicants' record/envelope to be forwarded to the evaluator.	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	Accomplished form and updated program of studies
5. The GS staff processes & evaluates records of applicants for graduation.	GS Registrar	GS Bldg., G/F M.H. Del Pilar Campus	Applicants' scholastic records/envelope
6. The GS office submits the tentative list of candidates for graduation to the GS Academic Council for approval .	GS Registrar	GS Bldg. M.H. Del Pilar Campus	Evaluated records of applicants
7. The approved tentative list of candidates for graduation is presented at the	GS Dean	PUP Main Campus	

University Academic Council meeting for approval.			
8. The GS Registrar issues Certificate of Candidacy to candidates who have complied with the academic requirements	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	Complete scholastic records, copies of research project & other academic requirements

PROCESSING OF CREDENTIALS

- Transcript of Records (For Undergraduates)

Description of Service

The GS Registrar issues Transcript of Records to non-graduating and graduated students provided that required documents are complied and submitted.

SCHEDULE OF AVAILABILITY OF SERVICE: Anytime during the semester

Fees:

Transcript of Records – P200.00

Processing Time: one to two months

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Secure an Application form at the GS Office.	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	
2. Go to the GS Library, Legal, Accounting, and Internal Audit Office for the signing of clearance.	GS Librarian Legal office staff, Accounting staff, Internal Audit staff	<ul style="list-style-type: none"> ▪ GS Library ▪ PUP Main Campus 	Clearance form
3. Present the accomplished clearance form to the Cashier's Office for payment of TOR fee	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Signed Clearance form
4. Go back to the GS Registrar's Office for filing of the request for	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	General Clearance together with the proof of payment for TOR,

TOR			original TOR (w/ remarks: copy for PUP, orig. NSO-copy of Birth Certificate, 2 (2x2) latest ID pictures (w/ white background))
5. GS staff retrieves applicant's records/ envelope for updating/ posting of grades and encoding of scholastic records	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	-do-
6. The GS Registrar verifies/prints student's scholastic records	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	
7. The GS Registrar forwards the request for TOR to the Office of the University Registrar for processing	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	Student's envelope/records
8. Claim the requested TOR at the Office of the University Registrar	Applicant	Registrar's Office South Wing, G/F	Claim Stub

▪ **Honorable Dismissal**

Description of Service

The Registrar issues an Honorable Dismissal to a student who voluntarily withdraws from the University for purposes of transferring to another school. Any student applying for an Honorable Dismissal shall be cleared of all accountabilities before a certificate is issued to him/her.

SCHEDULE OF AVAILABILITY OF SERVICE: Anytime during the semester

Fees:

Honorable dismissal - P150.00
Transcript of Records – P200.00

Processing Time:

H.D. - one (1) day
TOR - one to two months

HOW TO AVAIL OF THE SERVICE

STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Get the Gen. Clearance form at the GS Registrar's Office.	GS Registrar Staff	GS Bldg. , G/F M.H. Del Pilar Campus	
9. Go to the GS Library, Legal, Accounting, and Internal Audit Office for the signing of clearance.	GS Librarian Legal office staff, Accounting staff, Internal Audit staff	<ul style="list-style-type: none"> ▪ GS Library ▪ PUP Main Campus 	Clearance form
2. Proceed to the Cashier's Office for the payment of Honorable dismissal	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Accomplished/ signed clearance form
3. Go back to the GS Registrar's Office for the filing of the request for HD and Transcript of Records	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	Signed clearance form and Official Receipt of payment
4. The GS Registrar issues the Honorable Dismissal to the student.	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	
5. Student submits the HD to the school where he/she will be transferring to for the Registrar's signature	Applicant		Certificate of Honorable Dismissal

▪ **Certification**

Description of Service

The Registrar office issues certification of grades and other related certifications to students who are requesting for the said documents.

SCHEDULE OF AVAILABILITY OF SERVICE: Anytime during the semester

Fees: P 150.00

Processing Time: one to two weeks

HOW TO AVAIL OF THE SERVICE			
STEP/S TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
1. Secure an Application/ Clearance form at the GS Office.	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	
2. Go to the GS Library and Accounting Office for the signing of clearance.	GS Librarian and Accounting staff	GS Library PUP Main Campus	Clearance form
3. Proceed to the Cashier's Office for the payment of Certification fee	Collecting Officer, Cashier's Office	South Wing, G/ F, Main campus	Signed Clearance form
4. Go back to the GS Registrar's Office for filing of the request for Certification	Applicant	GS Bldg. , G/F M.H. Del Pilar Campus	Clearance together with the Official Receipt of payment
5. GS staff retrieves applicant's records/ envelope for updating/ posting of grades and encoding of the certification.	GS Staff	GS Bldg. , G/F M.H. Del Pilar Campus	Clearance together with the Official Receipt of payment
6. The GS staff forwards the encoded certification to the Registrar for verification and signature	GS Registrar	GS Bldg. , G/F M.H. Del Pilar Campus	Clearance, Official Receipt of payment & Scholastic Record
7. Claim the requested certification at the GS Office	Applicant	Registrar's Office South Wing, G/F	Claim Stub

INSTITUTE FOR DATA AND STATISTICAL ANALYSIS

The Institute for Data and Statistical Analysis (IDSA) has been created to respond to the need for a responsible data processing and analysis of faculty and institutional researches, undergraduate and graduate theses and dissertations, and researches of non-PUP clients.

Fees:

- **For Thesis and Dissertation**

Depending on the size and scope of a particular research project, the rates for statistical consultancy (i.e., advice on appropriate methods for analyzing data, generation of statistical tables, graphs and statistical summary measures, and initial statistical analysis) extended to PUP students and faculty members are as follows:

- Undergraduate thesis/Feasibility Study: PhP500.00 - PhP1,000.00
- Master's Thesis: PhP1,500.00 - PhP2,000.00
- Dissertation: PhP2,500.00 - PhP3,000.00

- **For Researches Conducted by Individuals/Institutions Outside PUP**

Those researches conducted by individuals or institutions outside of PUP, consultancy services are charged as follows:

- Undergraduate Thesis/Feasibility Study: PhP1,000.00 - PhP1,500.00
- Master's Thesis: PhP2,000.00 - PhP2,500.00
- Dissertation: PhP3,000.00 - PhP3,500.00

Processing Time: From one (1) to two (2) months.

HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DOCUMENTS REQUIRED
Fill up request form for statistical analysis	Chief, Statistical Consultancy Section	IDSA Office, 3 rd floor, South Wing, Academic Building	Completely filled-up request form
Discuss the statistical analysis requirements with the IDSA officer	Chief, Statistical Consultancy Section	IDSA Office, 3 rd floor, South Wing, Academic Building	Record of statistical requirements/Minutes of the discussion
Pay the appropriate fee	Collecting Officer, Main Campus	Cashier's Office, Ground floor,	Billing Statement from Accounting

		South Wing, Academic Building	Office
Claim the results of statistical analysis and Certification from IDSA	Chief, Statistical Consultancy Section	IDSA Office, 3 rd floor, South Wing, Academic Building	Official receipt

Appendix



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

FEEDBACK FORM
(Pananaw o Puna)

Please let us know how we have served you. You may use this form for compliments, complaints, or suggestions. Simply check the corresponding box.
(Ipaalam po ninyo sa amin kung paano namin kayo napaglingkuran. Maaring gamitin ito para sa papuri, reklamo, o mungkahi. Mangyaring i-tsek lamang ang kahong naaayon.)

COMPLIMENT/S
(Papuri)

COMPLAINT/S
(Reklamo)

SUGGESTION/S
(Mungkahi)

Person(s)/Unit/Office Concerned or Involved: _____
(Mga tao/pangkat/tanggapan na may kinalaman sa papuri, reklamo, o mungkahi)

Facts or Details Surrounding the Incident:
(Kaganapan o detalyeng bumabalot sa pangyayari)

(Please use additional sheet/s if necessary)
(Mangyaring gumamit ng karagdagang papel kung kinakailangan)

Recommendation(s)/Suggestion(s)/Desired Action from our Office
(Rekomendasyon/Mungkahi/Nais na aksiyon mula sa aming tanggapan)

(Please use additional sheet/s if necessary)
(Mangyaring gumamit ng karagdagang papel kung kinakailangan)

Would you like written reply? _____ Yes _____ No

Name (OPTIONAL): _____
(Pangalan)

Office/Agency : _____
(Tanggapan/Ahensya)

Address: _____
(Tirahan)

Contact Number(s) (if any): _____
(Telepono)

Email Address (if any): _____

Signature: _____
(Lagda)

Date: _____
(Petsa)