

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



# CITIZEN'S CHARTER

As of November 2014

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

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## Vision

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

## Mission

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

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

## Philosophy

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

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

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

## Strategic Objective: 8-Point Agenda

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

## Shared Values

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

# Feedback and Redress Mechanisms

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

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

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

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

or

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

Thank you for helping us continuously improve our services.

## Filing a Complaint

The proponent may submit a letter or affidavit of complaint against an administrative official or staff of PUP addressed to the Office of the Vice President for Administration (OVPA) located at the Second Floor of the South Wing Building. The office of the Vice President for Administration shall endorse the complaint to the Legal Office for investigation and disposition. If the complaint is against a faculty member or academic official, a letter or affidavit of complaint shall be addressed to the Office of the Vice President for Academic Affairs (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 335-1787 or 335-1777 local 214 and 216

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

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

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

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

# OFFICE OF THE UNIVERSITY REGISTRAR

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

The offices under the OUR are the Admission and the Student Records Services.  
Telephone numbers: 335-1787 or 335-1777 loc. 389/ 293/740/285/237/238/208/343

## **A. ADMISSION SERVICES**

### **About the Service**

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

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

Telephone Number: 335-1787 or 335-1777 loc.287

### **Types of Services**

#### **1. FRESHMAN ADMISSION**

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

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

**Application Fee:** Php 500.00 (Local Students) ; \$ 500.00 (Foreign Students)

## HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. Visit the PUP website. Apply for PUP College Entrance Test and through the iApply, read the information provided and click the <u>iApplyNow</u> button.</p>	<p>Office of Admission Services (OAS)  www.pup.edu.ph</p>	<p>PUP Main Campus Rm.107, Ground Floor, West Wing</p>	<p>15 – 20 minutes</p>	
<p>2. Click <b><i>proceed</i></b> to begin your on-line registration and select your intended campus and program, then submit the on-line application.</p>	<p>Office of Admission Services (OAS)  www.pup.edu.ph</p>	<p>PUP Main Campus, Rm.107, Ground Floor, West Wing</p>		
<p>3. For international students, inquire directly from the Office of International Affairs (OIA).</p>	<p>Office of International Affairs (OIA)</p>	<p>PUP Main Campus, 2<sup>nd</sup> Floor, South Wing</p>		<ul style="list-style-type: none"> <li>• Passport</li> <li>• TOR</li> <li>• Student Visa/Study Permit</li> <li>• TOEFL Certificate or its equivalent</li> <li>• Letter of Recommendation from sponsoring Agency and/or from an Embassy/ Consular Officer of Country of Origin</li> <li>• Certificate/</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Diploma <ul style="list-style-type: none"> <li>• Personal History</li> <li>• Certificate of Good Moral Character</li> <li>• Bank Certificate</li> <li>• Medical Clearance</li> <li>• Two (2) 2x2 in. photo with white background</li> <li>• Alien Certificate of Registration</li> </ul>
4. Upon successful submission of your on-line application, go to Display Voucher to print your Payment Voucher.	Office of Admission Services (OAS) Admission Staff <a href="http://iApply.pup.edu.ph/RequestVoucher.aspx">http://iApply.pup.edu.ph/RequestVoucher.aspx</a>	PUP Main Campus, Rm.107,Ground Floor,West Wing		<ul style="list-style-type: none"> <li>• Completely filled-up on-line application form</li> </ul>
5. Go to the nearest LandBank Branch to remit payment via on-line collection.	Any LandBank Branch			<ul style="list-style-type: none"> <li>• Applicant's Copy of printed Payment Voucher</li> </ul>
6. Claim ePermit on-line. Allow five (5) working days after payment to LandBank before claiming your Test Permit on-line.	PUP iApply Claim Permit <a href="http://iApply.pup.edu.ph/ClaimPermit.aspx">http://iApply.pup.edu.ph/ClaimPermit.aspx</a>			<ul style="list-style-type: none"> <li>• Payer's copy/Copy of the printed Payment Voucher</li> </ul>
7. Go to the PUP. Testing Center 30				

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
minutes before your time schedule as printed in your PUPCET Test Permit	Guidance, Counseling and Testing Center (GCTC)	PUP Main Campus, 2 <sup>nd</sup> Floor, Charlie Del Rosario Bldg.		PUPCET Test Permit <ul style="list-style-type: none"> <li>• Two (2) pcs. Mongol Lead No.2 Pencil</li> <li>• School ID</li> </ul>
8. Visit the PUP website for on-line confirmation of the scheduled date of processing of admission credentials, interview and enrollment.	www.pup.edu.ph			
9. Fill out the Student Admission Records Form 1 (SAR Form 1).	www.pup.edu.ph			<ul style="list-style-type: none"> <li>• PUPCET Result</li> <li>• High School Average Grade of at least 82% or higher</li> </ul>
10. Click the PRINT button to print the SAR Form 1 with Route and Approval Slip.	www.pup.edu.ph			<ul style="list-style-type: none"> <li>• Confirmation slip</li> </ul>
11. If your final grade in English is 80% or lower, take the English Placement Test (EPT).	College of Arts and Letters  Office of the Dean/Chairperson	PUP Main Campus, English Department, 2 <sup>nd</sup> Floor, North Wing	One (1) hour.	<ul style="list-style-type: none"> <li>• Route and Approval Slip</li> <li>• Payment fee of Php 150</li> </ul>
12. On the scheduled date of processing your credentials, follow the steps in enrollment as	Office of Admission Service (OAS)  OAS Staff assigned to your College.	PUP Main Campus, Rm.107 Ground Floor, West wing	1 to 2 days.	<ul style="list-style-type: none"> <li>• Required valid documents as indicated in your</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
indicated in your SAR Form 1.				confirmation slip
<b>END OF TRANSACTION</b>				

## 2. RE-ADMISSION

### Description of the Service

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

**Fees:** Varies

### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. Request informative Copy of grades (if you stopped for one (1) semester.</p> <p>Transcript of Records (TOR) if you stopped for two (2) or more years from the date of your last enrollment in P.U.P.</p>	<p>Information and Communication Technology Office (ICTO)</p> <p>Dir. Marlon Lim</p> <p>Student Records Services</p>	<p>PUP Main Campus, Ninoy Aquino Library and Learning Resources Center (NALLRC)</p> <p>PUP Main Campus, Ground Floor</p>	<p>5 to 10 minutes</p> <p>15 to 30 days</p>	<ul style="list-style-type: none"> <li>• Clearance Form with signature/approval of concerned offices</li> <li>• Receipt of payment for re-admission</li> </ul>
<p>2. Go to the Office of Admission Services (OAS) and fill out an application form for re-admission.</p>	<p>Admission Services (OAS)</p> <p>Ms. Aileen Birion/ Chief Adelio O. Sulit</p>	<p>PUP Main Campus, Rm.107, Ground Floor, West Wing</p>	<p>5 to 10 minutes</p>	<ul style="list-style-type: none"> <li>• Informative Copy of Grades/TOR</li> <li>• Two (2) pcs. of 2x2 recent picture</li> <li>• Curriculum Sheet</li> <li>• Latest cert. of registration (COR)/Cert. of Enrolment</li> <li>• Medical/X-ray result</li> </ul>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
				<ul style="list-style-type: none"> <li>• Receipt of payment for re-admission</li> </ul>
3. For S.I.S. students, proceed to ICTO to reactivate S.I.S. account.	Information and Communication Technology Office (ICTO)  Dir. Marlon Lim	PUP Main Campus, Ninoy Aquino Library and Learning Resources Center (NALLRC)	Depends on the availability of the system (internet connection)	<ul style="list-style-type: none"> <li>• Same documents as in Step 2</li> </ul>
4. Secure clearance from the offices.	<ul style="list-style-type: none"> <li>• Accounting Office</li> <li>• University Medical Clinic</li> <li>• Internal Audit</li> </ul>	PUP Main Campus, Ground Floor, West Wing	One (1) day	<ul style="list-style-type: none"> <li>• Same documents as in Step 2</li> </ul>
5. Apply for academic evaluation and approval for re-admission.	Office of the Dean/Chairperson	College of your chosen course	Depends on the availability of the Chairperson/Dean	<ul style="list-style-type: none"> <li>• Same documents as in Step 3</li> </ul>
6. Proceed to OAS and get Re-admission Certificate.	Admission Services (OAS)  Ms. Aileen Birion/ Chief Adelio O. Sulit	PUP Main Campus, Rm.107, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Certificate of Grades/TOR issued by the University Registrar</li> <li>• Curriculum Sheet</li> </ul>
7. Go to the College of your chosen course and present re-admission certificate for enrollment.	Office of the Dean/Chairperson	College of your chosen course	5 to 10 minutes	<ul style="list-style-type: none"> <li>• Admission Certificate and photocopy of required documents</li> </ul>
<b>END OF TRANSACTION</b>				

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

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

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

**Fees:** Php 150.00

**HOW TO AVAIL OF THE SERVICE**

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

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

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

##### Description of the Service

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

**Fees:** Php 300.00 (SUC) / Php 500.00 (Private School)

## HOW TO AVAIL OF THE SERVICE

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

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

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
Services Section, Clinic.	Dr. Mary Grace Roxas	Ground Floor, East Wing		
13. For applicants who have met the medical requirements of the University, proceed to the Cashier's Office for payment of tuition fee.	PUP Cashier's Office	PUP Main Campus, Ground Floor, South Wing	5 -10 minutes	• Endorsement Slip from OAS
14. Proceed to the Admission Office for printing of registration certificate.	Admission Services (OAS)  Assigned OAS staff to assist the printing of the certificate of students per College	PUP Main Campus, Rm.107, Ground Floor, West Wing	10 -15 minutes (Depending on the availability of the system (internet connection)).	• Photocopy of all required documents.
15. Proceed to the Office of Student Services for ID processing.	Office of Student Services  Dir. Jimmy Dollaga	PUP Main Campus, 2 <sup>nd</sup> Floor, Charlie Del Rosario Hall	By Schedule	• Registration Certificate
<b>END OF TRANSACTION</b>				

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

### **Description of the Service**

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

**Fees:** Php 300.00

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

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
Guidance Office for schedule of psychological examination.	Dir. Barbara Camacho			
4. For international students, inquire directly from the Office of International Affairs.	Office of International Affairs	PUP Main Campus, 2 <sup>nd</sup> Floor, West Wing		<ul style="list-style-type: none"> <li>• Letter of Intent addressed to the Office of the President through the Office of the Vice President for Academic Affairs.</li> <li>• Passport/Visa</li> </ul>
5. Proceed to the Cashier's Office for payment of psychological examination.	PUP Cashier's Office	PUP Main Campus, Ground Floor, South Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Php 750.00</li> </ul>
6. Take the psychological examination.	Guidance, Counseling and Testing Center  GCTC Staff  Dir. Barbara Camacho	PUP Main Campus, 2 <sup>nd</sup> Floor, Charlie Del Rosario Hall	2 hours  Result of psychological exam is released two days after the exam proper.	<ul style="list-style-type: none"> <li>• Official Receipt</li> </ul>
7. Get from the Admission Office the result of the psychological examination.	Admission Services (OAS)  Assigned OAS Staff	PUP Main Campus, Rm.107, Ground Floor, West Wing	5 – 10 minutes	<ul style="list-style-type: none"> <li>• Official Receipt</li> </ul>
8. For psychological examination passers, have the the following	Admission Services (OAS)	PUP Main Campus,	30 minutes	<ul style="list-style-type: none"> <li>• Honorable dismissal</li> <li>• Transfer Application Form</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>documents processed and then pay the Admission Fee:</p> <ul style="list-style-type: none"> <li>• Application Form for Transferee</li> <li>• Reference Slip for college/ICTO endorsement</li> <li>• Waiver</li> </ul>	<p>Ms. Aileen Birion (OAS Staff)</p> <p>Chief Adelio O. Sulit</p> <p>PUP Cashier's Office</p>	<p>Rm.107, Ground Floor, West Wing</p> <p>PUP Main Campus, Ground Floor, South Wing</p>		<ul style="list-style-type: none"> <li>• Application Receipt</li> <li>• 2x2 two (2) pcs. of recent photo</li> <li>• NSO Birth certificate</li> <li>• True copy of grades (original and 3 photocopies) signed by the Registrar of former school/ university.</li> <li>• Course/Subject description taken from other school/ university.</li> <li>• Brown envelope</li> </ul>
<p>9. Proceed to the University Registrar's Office for signature of endorsement to the College offering the chosen course for acceptance and subjects to take pending official enrolment in the University. (first endorsement)</p>	<p>Office of the University Registrar (OUR)</p> <p>Dr. Zenaida R. Sarmiento</p> <p>Office of the Dean/Chairperson/Head of Academic Program</p>	<p>PUP Main Campus, Ground Floor, West Wing</p> <p>College of chosen course</p>	<p>30 minutes</p>	<ul style="list-style-type: none"> <li>• Photocopy of documents as in Step 7</li> <li>• Result of psychological exam</li> </ul>
<p>10. Proceed to ICTO for the creation of S.I.S. account.</p>	<p>Information and Communication Technology Office (ICTO)</p> <p>Dir. Marlon Lim</p>	<p>PUP Main Campus, Ninoy Aquino Library and Learning Resource (NALLRC)</p>	<p>10-15 minutes</p>	<ul style="list-style-type: none"> <li>• Photocopy of documents as in Step 7</li> </ul>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
11. Proceed to the College of the chosen course for tagging of subjects.	Dean/Chairperson	College of chosen course	Depending on the availability of the Chairperson/Dean of the College.	<ul style="list-style-type: none"> <li>• Photocopy of all required documents</li> </ul>
12. Proceed to the Admission Office for endorsement to the medical clinic and payment of tuition fee.	Admission Services (OAS) Ms. Aileen Birion/Mr. Federico Aguilo (OAS Staff) Chief Adelio O. Sulit	PUP Main Campus, Rm.107, Ground Floor, West Wing	5 minutes	<ul style="list-style-type: none"> <li>• Same documents as in Step 7</li> </ul>
13. Proceed to the University Medical Services Section Clinic.	PUP Medical Clinic Dr. Mary Grace Roxas	PUP Main Campus, Ground Floor, East Wing		<ul style="list-style-type: none"> <li>• Endorsement Slip from OAS</li> </ul>
14. For applicants who have met the medical requirements of the University, proceed to the Cashier's Office for payment of tuition fee.	PUP Cashier's Office	PUP Main Campus, Ground Floor, South Wing	5 -10 minutes	<ul style="list-style-type: none"> <li>• Endorsement Slip from OAS</li> </ul>
15. Proceed to the Admission Office for printing of registration certificate.	Admission Services (OAS) Assigned OAS staff to assist in printing the registration	PUP Main Campus, Rm.107, Ground Floor, West Wing	10 -15 minutes (Depending on the availability of the system)	<ul style="list-style-type: none"> <li>• Photocopy of all required documents</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	certificate of students per College.		(internet connection).	
16. Proceed to the Office of Student Services for ID processing.	Office of Student Services Dir. Jimmy Dollaga	PUP Main Campus, 2 <sup>nd</sup> Floor, Charlie Del Rosario Hall	By Schedule	<ul style="list-style-type: none"> <li>• Registration Certificate</li> </ul>
<b>END OF TRANSACTION</b>				

**B. STUDENT RECORDS SERVICES**

**About the Service**

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

TYPES OF SERVICES

**Request for Credentials**

(For Undergraduate Student)

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

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

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure and fill out application FORM with General clearance.	SRS Receiving Office: - Ms. Fe Carreon - Mr. Eusebio B. Amigable - Mr. Antonio B. Boncodin - Mr. Garito E. Fabi	GF, West Wing Rm. 116 PUP Sta. Mesa, Manila	5 minutes	-Latest 2 pcs. size 2x2 ID photo formal pose with white background -Receipt of payment -Official request of TOR with remarks "COPY FOR" from the School where student is currently enrolled.
2. Secure signature of heads of the following offices:	Heads of different offices:		30 minutes	- Properly filled out clearance form
	-NALLRC - Library/Book Bank	-,3 <sup>rd</sup> FLR. NALLRC -		
	- Laboratory	-5th Flr, East Wing		
	- ROTC	- GF, East Wing		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	<ul style="list-style-type: none"> <li>- CHK (P.E.)</li> <li>- Accounting Office</li> <li>- Legal Office</li> <li>- Internal Audit Office</li> </ul>	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup>Flr,Gymnasium</li> <li>- GF, South Wing</li> <li>-Rm. 303, South Wing</li> <li>- Rm 301-302, South Wing</li> </ul>		
<p>3. Pay the required fees:  Transcript of Records - P100.00/page  Certification- P150.00  Transfer Credential - P150.00</p>	<ul style="list-style-type: none"> <li>- Cashier's Office Collecting Officer</li> </ul>	<ul style="list-style-type: none"> <li>- GF, South Wing, PUP Sta. Mesa, Manila</li> </ul>	<p>5-10 minutes</p>	<ul style="list-style-type: none"> <li>-Duly accomplished copy of Official Receipt</li> </ul>
<p>4. Submit filled out application form for the requested document and get the claim stub with date of release.</p>	<ul style="list-style-type: none"> <li>SRS Receiving Clerk</li> </ul>	<ul style="list-style-type: none"> <li>SRS Receiving Section, GF, West Wing, Rm. 116 PUP Sta. Mesa, Manila</li> </ul>	<p>5-10 minutes</p>	<ul style="list-style-type: none"> <li>- Accomplished General Clearance form;</li> <li>- 2 pcs. of 2x2 ID picture, Formal pose with white background;</li> <li>-Official receipt of payment</li> </ul>
<p>5. Claim the requested document/s on the scheduled date indicated in the claim stub.</p>	<ul style="list-style-type: none"> <li>SRS Releasing Office</li> <li>-Ms. Mercedes R. Salvador</li> <li>-Mr. Peter C. John Galinado</li> </ul>	<ul style="list-style-type: none"> <li>GF, South Wing, Window 13 PUP Sta. Mesa, Manila</li> </ul>	<p>5-10 minutes</p>	<ul style="list-style-type: none"> <li>-Claim stub</li> <li>-Any two (2) valid ID Cards</li> <li>-(SSS/GSIS/ Driver's License)</li> <li>- Employees ID</li> <li>- Special Power of Attorney (SPA) notarized in the country/place of residence of the requesting party with picture of the representative(if to be</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				claimed by a representative.)

**END OF TRANSACTION**

**NOTE:**

Transfer Credential (Honorable Dismissal) is issued relative to the program last enrolled in. If the applicant is not a graduate, he should apply in person or through an authorized representative. Students/ graduates who have already been issued their Transfer Credentials (Honorable Dismissal) may apply in person provided they submit a letter of no-objection from the Office of the Registrar of the school/university which admitted them.

**Follow-up could be made at the Student Records Services at telephone number 335-1787 or 335-1777 local 208 after (5) working days from the issuance of the claim stub.**

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

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Two months or after the Mid- term period, verify from the Office of the University Registrar (OUR) if the Official TOR "Copy for PUP" has been sent by the school/university last attended prior to admission in PUP to secure Application Form for Accreditation	University Registrar - Desk Officer/Clerk -Ms.Tonilyn G. Del Rosario -Ms. Ma. Fe Carreon	GF, West Wing Rm. 103, Office of the University Registrar.	5 minutes	-Certified true Copy of Grades/ TOR issued by the Admission Officer during admission; -Copy of the description of subject/course taken from other school/ university

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
2. Fill out accreditation form and secure approval of the Dean of the colleges offering the subject/s required (maximum of 30 units including P.E and NSTP) based on your curriculum.	College Dean	Dean's Office, 2 <sup>nd</sup> Flr, North Wing, excluding, College of Science which is located at the 6 <sup>th</sup> Flr., DOME.	One (1) day	-Properly filled out form for Accreditation -Certified True Copy of TOR with remarks Copy for PUP" - Copy of the description of subject/s/course taken from other school/university
3. Submit the original copy of the Accreditation form with signature approval for acknowledgment by the Office of the University Registrar for final evaluation and tagging in the SIS.	University Registrar Staff: -Ms. Virginia Manlangit -Ms. Ana Collantes	GF, West Wing Rm. 103, Office of the University Registrar	One(1) day	-Properly filled out form for Accreditation -Certified True Copy of TOR with remarks "Copy for PUP" -Copy of description of subject/s/course taken from other school/university
4. Request for assessment of fees based from the approved subject/s/units.	Student Service, Accounting Department, Accounting Staff	GF South Wing	Upon Submission	- Properly filled out form for Accreditation with signature approval of the College Deans and University Registrar
5. Pay the total amount of fees for the accredited subject/s.	Cashier's Office, Collecting Officer	GF, South Wing PUP Sta. Mesa, Manila	3-5 Minutes	- Properly filled out Official Receipt
6. Submit the approved request for the accredited subject/s taken from other	SRS/OUR, SRS Academic Evaluator : -Ms. Ma. Victoria Cartagena -Ms, Kristel Dita	GF South Wing	One(1) day upon receipt of requirement/s	- Official Receipt of Payment - Properly filled out form for Accreditation

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
school				- Special Power of Attorney (SPA) notarized in the country/place of residence of the requesting party with picture of the representative (if to be claimed by a representative.)
<b>END OF TRANSACTION</b>				

### **REQUEST FOR VERIFICATION ON THE STATUS OF STUDENTS/ GRADUATES**

(From Employer and Other Institution)

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit letter request duly signed by authorized Company Officer in charge with required attached documents for verification.	OUR - Ms. Virginia Manlangit,	West Wing Ground Floor, Rm. 103, Main Bldg.	5-10 minutes	-Letter request - Authorization letter of the student -Photocopy of Transcript and/or Diploma
2. Pay the required fee/s	Cashier's Office, Cashier/Collecting Officer	GF, South Wing PUP Sta. Mesa, Manila	5 -10 minutes	-Official Receipt(P200.00 per document)
3. Pick up the verification documents after three working days.	OUR - Ms. Virginia Manlangit	West Wing, Ground Floor, Room 103, Main Building	5 minutes	-Receipt of Payment– Claim Stub -Any two (2) valid ID Cards -(SSS/GSIS/Driver's License) -Employees ID
<b>END OF TRANSACTION</b>				

**REQUEST FOR TRANSCRIPT OF RECORDS, DIPLOMA, CERTIFICATION FOR NEWLY GRADUATED STUDENTS**

(Bachelor/Master and Doctoral Degrees)

**NB: Transcript of Records of New Graduates shall be released two months after the Commencement Exercises EXCEPT FOR THOSE WHO WILL BE TAKING Board Examination.**

**HOW TO AVAIL THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
<p>1. Submit the required documents for graduation as scheduled (refer to the bulletin of Information, PUP Website and or SRS @ GF, SouthWing).</p>	<p>Records Analysts in charge of Colleges:                      -Ms. Evelyn Ursolino- CAF                      -Ms. MaricelRubiano- CBA/HRDM/BOA                      -Ms. Evelyn del Mundo – CBA/Marketing                      - Ms. Gina Tavanlar- COED                      - Ms. Edna Duno- Finance/AD/PR                      - Ms. Gemma Morga- CSSD/CHK                      - Ms. Susan Ruedas- COC/CAL                      - Ms. Minerva Molino- CCIS/COE/IE/BSRE                      - Ms. Grace Gentolizo- CS/CPAG                      - Ms. Ma. Victoria Marinas- CAF/CTHRM                      - Ms. Rosa Sta. Maria- ECE /EE/CE/ME</p>	<p>SRS Window 3-12, GF, South Wing</p>	<p>5 -10 minutes</p>	<p>-Certification of Conferment of Degree                      -Official Receipt of Payment                      -Certificate of Candidacy                      -2 pcs. 2x2 ID picture with hood and Cap                      -Signed General Clearance</p>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
2. Claim the requested document/s on the scheduled date indicated in the claim stub.	SRS Releasing Section - Ms. Mercedita Salvador - Mr. Peter John Galanido - Mr. Noel Caratao	GF, South Wing, Window 13, PUP Sta. Mesa, Manila	5-10 minutes	-Claim stub -Any two (2) valid ID Cards - (SSS/GSIS/ Driver's License) -Employees ID -Special Power of Attorney (SPA) notarized in the country/place of residence of the requesting party with picture of the representative (If to be claimed by a representative.) -Student PUP ID(if said document is first request PUP ID must be surrendered.)

**END OF TRANSACTION**

**Note:**

- Only subject/s taken which were officially enrolled and taken shall be given credit and shall be reflected in the transcript of records. However, student may appeal/request for inclusion of the subject/s with the approval of the Vice President for Academic Affairs.
- To check the status update of your request, you can log on to [www.srs@pup.edu.ph](http://www.srs@pup.edu.ph) or open your email account after 5 working days upon filing of request. You may also contact 7167832 loc. 285/293/208/237/389/740 during office hours and verify from the Record Analyst/Officer assigned in your College.
- Request of Student with "HOLD" status shall not be released until clearances from the Concerned Official/office have been submitted.

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

**HOW TO AVAIL THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Fill out Application Form.	SRS Receiving Section- Receiving Officers – - Mr. Antonio B. Boncodin - Mr. Garito E. Fabi - Ms. Ma. Fe Carreon - Mr.Eusebio B. Amigable	GF, West Wing, Rm.116 PUP Sta. Mesa, Manila	5 minutes	-2X2 ID photo (Formal pose) with white background -Documentary Stamp - Special Power of Attorney (SPA) notarized in the country/place of residence of the requesting party with picture of the representative (If to be claimed by a representative.)
2. Proceed to the following offices for the signing of Clearance:	Chief/Authorized Person		30 minutes	-General clearance form
	-Ninoy Aquino Library and Learning Center	-NALLRC, 3rd Flr		
	-Laboratory	-5 <sup>th</sup> Flr. East Wing, Rm. 508		
	-ROTC	-GF, East Wing, Rm. 117		
	-CHK (P.E.)	-2 <sup>nd</sup> Flr. PUP Gymnasium		
	*Accounting Office	-GF, South Wing, Rm. 105		
	*Internal Audit	-3 <sup>rd</sup> Flr. South Wing, Rm. 303		
	*Legal Office	-3 <sup>rd</sup> Flr. South		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
*(For Graduates only.		Wing, Rm. 301-302		
<p>3. Pay the required Fee/s :</p> <ul style="list-style-type: none"> <li>• Certification – Php 150.00per document</li> <li>• Transcript of Records – Php 100.00</li> <li>• Diploma – Php 200.00</li> <li>• DFA Authentication- Php 920.00</li> <li>• CHED Authentication Php 470.00</li> </ul>	Cashier's Office, Collecting Officer or Cashier/Teller	-GF, South Wing PUP Sta. Mesa, Manila	5 minutes	-Official Receipt -Duly signed General Clearance Form
<p>4. Present the official receipt (OR) and the Signed Clearance Form to get a schedule of release for the requested documents.</p>	<p>SRS Receiving Section, Receiving Officers–</p> <ul style="list-style-type: none"> <li>- Mr. Antonio B. Boncodin</li> <li>- Mr. Garito E. Fabi</li> <li>- Ms. Fe Carreon</li> <li>- Mr. Eusebio B. Amigable</li> </ul>	- GF, West Wing, Rm. 116 PUP Sta. Mesa, Manila	5 minutes	-Official Receipt -Duly signed General Clearance Form
<p>5. Claim the requested document/s as scheduled, indicated in the claim stub.</p>	<p>SRS Releasing Section- Releasing Officers-</p> <ul style="list-style-type: none"> <li>- Ms. Mercedita R. Salvador</li> <li>- Mr. Noel Caratao</li> </ul>	- GF, South Wing, Window 13 PUP Sta. Mesa, Manila	10 minutes	<p>-Claim Stub -Any valid ID's (Employer's ID, Driver's License/ SSS/GSIS) - Special Power of Attorney (SPA) notarized in the country/place of residence of the</p>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				requesting party with picture of the representative (If to be claimed by a representative)
<b>END OF TRANSACTION</b>				

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

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

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit letter request for correction of information/data on school record.	SRS Receiving Section - Receiving Officers- - Mr. Antonio B. Boncodin - Mr. Garito E. Fabi - Ms. Ma. Fe Carreon - Mr. Eusebio B. Amigable	GF, West Wing Rm. 116 PUP Sta. Mesa, Manila	5-10 minutes	-Notarized Affidavit of Change of Name -NSO Original Copy of Cert. of Live Birth -CTC of Court Order if change is due to adoption or legitimation -Marriage Contract if change is due to marriage -Alien Certificate of Registration (for Foreign Students) -Joint Affidavit of two (2) disinterested persons -Copy of F-137A (with Corrected name) with school dry seal and

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
				remarks "Copy for PUP" and copy of DepEd Resolution for the correction (if correction is due to discrepancy from NSO Copy of Birth Certificate to School Record).
2. Pay the required fee – Php150.00.	Cashier's Office,	GF, South Wing PUP Sta. Mesa, Manila	5 minutes upon submission	-Official Receipt
3, Present endorsement -letter for processing of the correction in SIS database.	ICT Office- Programmer/Analyst	NALLRC, First Floor.	15 minutes upon submission	-Approval from the Chief, SRS
4. Submit original copy of application and acknowledgement duly signed by the ICT Staff	Student Records Services(Records Analysts, in-charge of college)	Window 3-12 GF, South Wing	5 -10 minutes submission	All requirements for correction
<b>END OF TRANSACTION</b>				

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

**HOW TO AVAIL THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE (ON ROTATION)</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit the following :  -letter request for correction of name in diploma;  -diploma with wrong name.	SRS Receiving Section – -Ms.Tonilynn G. Del Rosario -Ms. Ma. Fe Carreon	GF, West Wing, Rm. 116	10 to 15 days	- Notarized Affidavit for Correction - Original Copy of Diploma(to be surrendered) - Affidavit of Discrepancy - Affidavit of Two-Disinterested Persons - Legal

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				documents in support for the correction.
2. Proceed to the following offices for the signing of General Clearance	Authorized Signing Officer  *Accounting Office  *Internal Audit  *Legal Office	GF, South Wing,  3 <sup>rd</sup> Flr. South Wing, Rm. 303  3 <sup>rd</sup> Flr. South Wing, Rm. 301-302	30 minutes	-Properly filled up General Clearance Form
3. Pay the required fee – Php 200.00.	Cashier's Office - Cashier receives payment	GF, South Wing PUP Sta. Mesa, Manila	5 minutes	-Official Receipt
4. Present endorsement letter <b>from</b> the Chief, SRS for processing of the correction in SIS database.	ICT Programmer/ Authorized Staff	ICT, NALLRC, First Floor.	15 minutes	-Endorsement letter with signature approval of the Chief, SRS -Official receipt of Php150.00
5. Submit signed form and official receipt.	SRS Receiving Section,	GF, West Wing, Rm. 116 PUP Sta. Mesa, Manila	10-15 days upon submission of legal supporting documents	-Diploma with wrong name -Affidavit for correction
6. Claim requested document	SRS Releasing Section, Releasing Officers- -Ms. Mercedita R. Salvador -Mr. Noel Caratao	GF, South Wing, Window 13 PUP Sta. Mesa, Manila	On the scheduled date of release	Claim stub -Any two (2) valid ID Cards -(SSS/ GSIS/ Driver's License) -Employees ID -Special Power of Attorney (SPA) notarized in the

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				country/ place of residence of the requesting party with picture of representative (If to be claimed by a representative.)
<b>END OF TRANSACTION</b>				

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

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit request letter for correction of name in LCR copy/NSO copy of Birth Certificate.	SRS Receiving Section, Record –  Analyst assigned in your college	GF, West Wing, Rm. 116 PUP Sta. Mesa, Manila	5 days upon receipt of documents	-Notarized Affidavit of Correction of Name -NSO Original Copy of Cert. of Live Birth -CTC of Court Order if change is due to adoption or legitimation. Marriage Contract if change is due to marriage -Alien Certificate of Registration (for Foreign Students) -Joint Affidavit of two (2) disinterested persons -NSO Copy of

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Certificate of Live Birth with annotation for the correction
2. Proceed to the ICT Staff to process correction in the SIS database.	ICT Center/ ICTStaff	NALLRC Bldg.	One (1) day	-Signed endorsement form for correction
3. Submit to the Student Record Services the original copy of application form duly signed by the ICT Staff	SRS- Record Section – Student Record Analyst	GF, South Wing	5 minutes	-Same requirements in Step 1
<b>END OF TRANSACTION</b>				

### Replacement for Lost Diploma

#### HOW TO AVAIL THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Fill out application with General Clearance Form	SRS Receiving Section	GF, West Wing, Rm. 116 PUP Sta. Mesa, Manila	10 minutes	- Notarized Affidavit of Loss - Documentary stamp - General Clearance Form
2. Proceed to the following offices for the signing of General Clearance	Authorized Signing Officer  *Accounting Office  *Internal Audit  *Legal Office	GF, South Wing, 3 <sup>rd</sup> Flr. South Wing, Rm. 303 3 <sup>rd</sup> Flr. South Wing, Rm. 301-30	30 minutes	Filled out General Clearance Form
3. Pay the required fee – Php 200.00	Cashier's Office, Cashier/Teller	GF, South Wing	5-10 minutes	Official Receipt Php 200.00

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
		PUP Sta. Mesa, Manila		
4. Submit signed form and Official receipt	SRS CUSTOMER Service Section Receiving Officer	Window 1, South Wing	5- minutes	All supporting documents for the request
5. Claim the document on the scheduled date indicated in the claim stub	SRS Releasing Section- Releasing Officers -Ms. Mercedita R. Salvador -Mr. Noel Caratao	GF, South Wing, Window 13 PUP Sta. Mesa, Manila	5-10 minutes	<ul style="list-style-type: none"> <li>-Claim stub</li> <li>-Any two (2) valid ID Cards</li> <li>-(SSS/GSIS/ Driver's License)</li> <li>-Employees ID</li> <li>- Special Power of Attorney (SPA) notarized in the country/ place of residence requesting party with picture of the representative. (If to be claimed by a representative.)</li> </ul>

**END OF TRANSACTION**

**NOTE:**

- The new name in the diploma shall be the official name listed in the database of the University.
- Replacement of diploma will be signed by the current University President and University Registrar. The word "Replacement Diploma issued (date)" will appear under the university seal.

## HOW TO APPLY FOR GRADUATION

Students registered thru Student Information System

### HOW TO AVAIL THE SERVICE

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
<p>1. File Application.</p> <p>1.1 In the SIS student module account, click grades then click curriculum/evaluation button. (If qualified to apply for graduation, the application for graduation button will appear at the upper right hand corner of the evaluation page .</p> <p>1.2 Fill-out the application form and then click submit button.</p> <p>1.3 Click the application for graduation button to print the application form. (No application for graduation button shall appear if student is not qualified to apply for graduation.)</p>	<p>Student Module Account, PUP Website</p>	<p>PUP Website</p>	<p>5-10 minutes</p>	<p>- Appearance of application for graduation button showing all academic requirements based on the curriculum have been passed</p>
<p>2 Pay application fee, present the copy of Application form for Graduation and properly filled out official receipt.</p>	<p>Cashier's Office, Cashier/Collecting Officer</p>	<p>GF, South Wing PUP Sta. Mesa, Manila (SIS Window)</p>	<p>5 minutes</p>	<p>-Properly filled out form and Official Receipt</p>
<p>3. Submit application form for graduation and official receipt of</p>	<p>SRS Receiving Section, SRS Receiving Officers</p>	<p>GF, West Wing, Rm. 116</p>	<p>1-3 days</p>	<p>-Properly filled out form and Official Receipt with</p>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
payment.		PUP Sta. Mesa, Manila		machine validation
4. Follow-up Application.  4.1 Log on to SIS student module and click the application for graduation button to monitor the status of application.  4.2 From time to time check student account to know if application has been approved or with problems. 4.3 Check and follow the advisory/ messages given by the Records Analyst.	Student Module Account  Student Module Account  Student Module Account	PUP Website  <a href="http://www.pup.edu.ph">www.pup.edu.ph</a> (Evaluation page)  <a href="http://www.pup.edu.ph">www.pup.edu.ph</a> (Evaluation page)	Within the Evaluation period for Graduation  Within the Evaluation period for Graduation  Within the Evaluation period for Graduation	-All the subjects required in the curriculum passed (excluding currently enrolled subject/s)    As required by the Records Analyst
5.If approved, print the Certificate of Candidacy (COC) and computerized General Clearance Form.		PUP Website <a href="http://www.pup.edu.ph">www.pup.edu.ph</a>	5-10 minutes	All subjects taken completed and passed
6. Pay all graduation fees. Graduation Fee - 600.00 Transcript Fee Non-Engg – 350.00 Engineering – 450.00 Diploma Fee – 200.00 Certification Fee – 150.00 Memorabilia 1, 200.00 Scan Picture – 60.00 Alumni Fee – 500.00	Cashier's Office, Cashier/Collecting Officer receives payment	GF, South Wing PUP Sta. Mesa, Manila (SIS Window)  Tahanang Alumni	5-10 minutes	-General Clearance Form -Certificate of Candidacy
7. Secure Graduation Pass for Commencement	Internal Audit In-charge Staff	3 <sup>rd</sup> Flr. South Wing, Rm. 303	As scheduled	-General Clearance -Certificate of

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED/ PROOFS
Exercises.				Candidacy (COC) -Receipts of Payment
8. Attend Graduation Activities 8.1 Baccalaureate Mass 8.2 Rehearsal 8.3 Conferment of Degree (Compulsory; Art. 292, Chap. 60 Univ. Code)	SRS Bulletin and thru PUP Websites	<a href="http://www.pup.edu.ph">www.pup.edu.ph</a>		-Property and money accountabilities clearance

**END OF TRANSACTION**

**NOTE:** Candidate shall not be considered "Graduate" when he/she fails to attend the conferment during the Graduation Exercises.

**HOW TO APPLY FOR GRADUATION**

(NON-SIS)

**HOW TO AVAIL THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure and fill-out Application Form for Final Evaluation	SRS Receiving Section - Receiving Officers: -Mr. Antonio B. Boncodin -Mr. Garito E. Fabi -Ms. Ma. Fe Carreon -Mr. Eusebio B. Amigable	GF, WestWing Rm. 116 PUP Sta. Mesa, Manila	5-10 minutes	-Official Receipt (Php 150.00)
2. Check the status of the Application thru the Records Analysts/Poster:  If there are deficiencies, submit all the required documents needed for the approval of the application such as:	Student Records Services -Records Analysts in charge of College: -Ms. Evelyn Ursolino (CAF) -Ms. Maricel Rubiano (CBA/HRDM/BOA) -Ms. Evelyn del Mundo (CBA/MARKETING/	South Wing, Ground Floor, Main Campus	Within the evaluation period for Graduation  Approx. 15 days after filing of Application	-Claim stub -First Evaluation Result

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>Registration cards, ACE Form, Completion Form, Re-Admission Certificate, F-137A, NSO Birth Certificate etc.</p> <p>Applicants without deficiency shall wait for the posting of their names in the tentative lists of Candidates for Graduation</p>	<p>BSEM)  - Ms. Gina M. Tavanlar (COED)  - Ms. Edna Duno (FINANCE/ADPR)  - Ms. Maria Gemma T. Morga (CSSD/CHK)  - Ms. Susan M. Ruedas (COC/CAL)  - Ms. Minerva J. Molino (CCIS/COE/IE/BSREM)  - Ms. Grace Gentolizo (CS/CPAG)  - Ms. Ma. Victoria Marinas (CAFA/CTHRM)  - Ms. Rosa Sta. Maria (ECE/EE/CE/ME)</p>			
<p>3. Secure General Clearance</p>	<p>SRS Receiving Section - Receiving Section Staff</p>	<p>GF, West Wing Rm. 116 PUP Sta. Mesa, Manila</p>	<p>5-10 minutes</p>	<p>-Approved Application for Graduation</p>
<p>4. Proceed to the following offices for signing of General Clearance form.</p> <p>4.1. Library  4.2. Book Bank  4.3. Laboratory  4.4. ROTC/CWTS  4.5. C.P.E.S.  4.6. Accounting Office  4.7. Internal Audit  4.8. Legal Office</p>	<p>NALLRC   College Laboratory Authorized Officer</p>	<p>East Wing 2<sup>nd</sup> Floor   2<sup>nd</sup> Flr. PUP Gymnasium   GF, South Wing,   Window 9  3<sup>rd</sup> Flr. South Wing, Rm. 303   3<sup>rd</sup> Flr. South Wing, Rm 301-302</p>	<p>5 minutes</p>	<p>-Filled-out General Clearance Form  -Certificate of Candidacy</p>
<p>5. Pay all the required fees for graduation:</p>	<p>Cashier's Office, Cashier/Collecting</p>	<p>GF, South Wing</p>	<p>5-10 minutes</p>	<p>-General Clearance Form</p>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE (ON ROTATION)	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
Graduation Fee - 600.00 Transcript Fee Non-Eng'g – 350.00 Engineering – 450.00 Diploma Fee – 200.00 Certification Fee – 150.00 Memorabilia – 1,200.00 Scan Picture – 60.00 Alumni Fee – 500.00	Officer	PUP Sta. Mesa, Manila  Tahananng Alumni		-Certificate of Candidacy
6. Secure Graduation Pass.	Internal Audit In-charge Staff	3 <sup>rd</sup> Flr. South Wing, Rm. 303	As scheduled	-General Clearance -Certificate of Candidacy (COC) -Receipts of Payment
7. Attend the Graduation Activities: 7.1 Baccalaureate Mass 7.2 Graduation Rehearsal 7.3 Conferment of Degree (Compulsory; Art. 292, Chap. 60 Univ. Code)	Approved Candidate for Graduation	To be announced one month before graduation day	As scheduled	-None  -Graduation Ticket/Pass

**END OF TRANSACTION**

**NOTE:**

**Candidate shall not be considered "Graduate" when he/she fails to attend the conferment during the Graduation Exercises.**

**N.B.**

IF THE APPLICATION FOR Graduation BUTTON DOES NOT APPEAR IN THE CURRICULUM EVALUATION PAGE OF THE CONCERNED STUDENT'S SIS ACCOUNT, AT LEAST ONE OF THE FOLLOWING CONDITIONS EXISTS:

DEFICIENCIES/PROBLEMS	WHAT TO DO
1. Have a subject or back subject not currently enrolled	Enroll the back subject/s in the next semester and apply for graduation also in that semester.

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

### SCHEDULE OF FEES

PARTICULAR		AMOUNT (IN PESO)
TRANSCRIPT OF RECORDS		
BACHELOR'S DEGREE	Non-Engineering	350.00
	Engineering	450.00
GRADUATE STUDIES	Graduate School	200.00/page
	Open University	200.00/page
	College of Law	200.00/page
UNDERGRADUATE		100.00/page
UNDERGRADUATE (BACHELOR)		200.00/page
DIPLOMA		200.00
CERTIFICATION		
	Certification of Enrolment	150.00
	Certification of Grades	150.00
	Certification of Graduation	150.00
	Certification of None Issuance of S.O.	150.00
	Certification of Medium of Instruction	150.00
CERTIFICATE OF TRANSFER CREDENTIAL		150.00

PARTICULAR		AMOUNT (IN PESO)
CORRECTION OF INFORMATION/DATA IN SIS		150.00
AUTHENTICATION		
	CTC – TOR	150.00/document
	CTC – DIPLOMA	150.00/document
	DFA Authentication	920.00/set
OTHER FEES:		
	Company Verification Fee	200.00/student/graduate
	Graduation Fee	600.00
	Alumni Fee	500.00
	Memorabilia Fee	1200.00

## SCHEDULE OF RELEASING PER REQUEST

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

DOCUMENTS	WORKING DAYS		PROCESSING FEE (In Peso)	
	Regular Service	Fast Lane Service	Regular	Fast Lane Service
Certification of Enrolment Certification of English as Medium of Instruction Certification of None Issuance of S.O. Certification of Graduation Certification of General Weighted Average (G.W.A)	Fifteen (15) working days upon submission/compliance of the documentary requirements	3-5 days depending on the status of record/s	150.00	450.00
Certification of Grades (for cross-enrollee)	Fifteen (15) working days (depends on the availability of grade sheets)	3-5 days	150.00	450.00
DFA /CHED Authentication	Fifteen (15) to thirty (30) days with original documents	7-9days	920.00	1,900
Transcript of Records for graduates (Second Request)	Ten (10) to fifteen (15) Working days	7-9days	150.00 per page	900.00
Transcript of Records (2008-2013)	Fifteen (15) days	7-9 days	150/per page	900.00
Transcript of Records for undergraduate(2002-2007)	Thirty (30) days maximum	10 days	150/per page	900.00
Transcript of Records Undergraduate ( <b>2001 and below</b> )	Thirty (30) days	10 days	150/per page	
<b>NOTE:</b>				
- Additional five (5) working days for Students admitted from SY 2007 and below.				
- Additional five (5) working days for applicants without original copy of documents.				

# OFFICE OF THE STUDENT SERVICES

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

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

## **A. SCHOLARSHIP AND FINANCIAL ASSISTANCE SERVICE**

### **About the Service**

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

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

Tel. Number: 335-1787 or 335-1777 loc. 339

### **Entrance Scholarship**

#### **Description of Service**

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

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

Psychological Examination Fee: P500.00

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

1. Certification from the School Principal/Head ( with dry seal)
2. Certification of Good Moral Character (with dry seal)
3. Certified True Copy of Birth Certificate authenticated by the National Statistics Office (NSO)
4. High School Card ( Form 138)
5. Commencement Exercises Program with the List of Graduates

6. Income Tax Return of parent or guardian or Certification of Non- Payment of income tax from Barangay or Certificate of Indigency
7. 4 pieces of 2x2 size photo with name plate

### **Requirements for Academic Scholarship**

1. Complete General Requirements

### **Requirements for Non- Academic Scholarship**

#### **A. President of High School Supreme Student Council, Achiever/ Awardee**

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

#### **B. Campus Journalist/Outstanding Artist**

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

##### 2.1 Outstanding Artists

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

##### 2.2 Campus Journalists and Creative Media Artists

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

#### **C. Outstanding Athlete**

1. Complete General Requirements
2. Additional Requirements:

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF THE OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Present the required documents to SFAS for initial interview, evaluation of documents, and issuance of Route and Approval Sheet	Prof. Marissa L. Mayrena	Room 119, Ground Floor, West Wing, PUP Main Campus	10 minutes	See General Requirements and Qualifications
2. Proceed to respective Screening Committees	Prof. Marissa L. Mayrena for Academic Scholars	Room 119, Ground Floor, West Wing, PUP Main Campus	5 minutes	See General Requirements and Qualifications; Route and Approval Sheet
	Prof. Jimmy Dollaga (OIC-Director, Student Services) for Achievers, Awardees, and Presidents of Supreme Student Government	2 <sup>nd</sup> Floor, Charlie del Rosario Bldg., PUP Main Campus	Please see OSS Citizen's Charter	
	Prof. Bely Ygot (Director, UCCA) for Outstanding Artists	Tanghalang PUP, COC Compund	Please see UCCA's Citizen's Charter	
	Director Sports Development Office for Outstanding Athletes	PUP Gymnasium PUP Main Campus	Please see Sports Development Office Citizen's Charter	

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF THE OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
	Dr. Ruby Gapasinfor Campus Journalists and Creative Media Artists	2 <sup>nd</sup> Floor, North Wing, PUP Main Building, PUP Main Campus		
3. For entrance scholars who pass the screening, proceed to the payment of Psychological Examination Fee	PUP Cashier's Office	Ground Floor, South Wing, PUP Main Building	Please see Cashier's Office Citizen's Charter	Properly filled-out receipt
4. Take the Psychological Exam on the scheduled date and time of the examination.	Prof. Barbara P. Camacho, Chief, Guidance, Counseling and Testing Center (GCTC)	2 <sup>nd</sup> Floor, Charlie Del Rosario Building, PUP Main Campus	Please see GCTC's Citizen's Charter	Test Permit
5. After two days from the date of examination, check the result at the Scholarship and Financial Assistance Services (SFAS) office	Prof. Marissa L. Mayrena;  Ms. Arsenia D. Castro	Room 119, Ground Floor, West Wing, PUP Main Campus	1 minute provided results were already turned over by GCTC	Route and Approval Sheet
6. Report to the SFAS Office for final interview as instructed.	Prof. Lailanie G. Teves	Room 119, Ground Floor, West Wing, PUP Main Campus	10 minutes provided documents being submitted are complete and properly accomplished	Original and Photocopies of General Requirements; Route and Approval Sheet; Personal Data Sheet (original and photocopy); 1 pc. 2 x 2 photo; psychological exam result (original and photocopy); online application form (downloadable at the PUP website Entrance Scholarship link); long brown envelope with name

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

**Resident Scholarship  
(Academic)**

**Description of Service**

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

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

**Qualifications:**

President's Lister/University Scholar

- Weighted Average of at least 1.50

Dean's Lister/College Scholar

- Weighted average of at least 1.75

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

### HOW TO AVAIL OF THE SERVICE

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

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

**Resident Scholarship**  
(Non- Academic)

**Exclusively for:**

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

**Qualifications:**

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

**HOW TO AVAIL OF THE SERVICE**

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

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				<p>the General Point Average (GWA)</p> <ul style="list-style-type: none"> <li>• Identification card of the Parent/Guardian who signed the Agreement Form(F4-2008)</li> <li>• For ROTC Officers, Artists, Athletes, and Campus Journalists: recommendation from the Heads of the Offices assigned to monitor their performance.</li> <li>• For PUP Student Council: certification that the student is a duly elected officer of the PUP Student Council.</li> </ul>
<p>3. Secure from the SFAS the scholarship agreement forms and the current registration card duly stamped by the Office and signed by the SFAS</p>	<p>Prof. Marissa L. Mayrena,  Ms. Arsenia D. Castro</p>	<p>PUP Main Campus, Room 119, Ground Floor, West Wing</p>	<p>3 minutes provided SFAS Chief is available to sign the stamped agreement form and current registration card at</p>	<ul style="list-style-type: none"> <li>• Scholarship Agreement Forms (F3 &amp; F4-2008) original and</li> </ul>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
Chief indicative that the applicant is qualified to avail of the financial aid grant	Prof. Lailanie G. Teves		the time of application.	<p>one photocopy.</p> <ul style="list-style-type: none"> <li>• Original copy of the current registration card</li> <li>• Screen copy of Grades (SIS Account) reflecting the full name, course, teacher and the General Point Average (GWA)</li> <li>• Identification card of the Parent/Guardian who signed the Agreement Form(F4-2008)</li> <li>• For ROTC Officers, Artists, Athletes, and Campus Journalists: Recommendation from the Heads of the Offices assigned to monitor their performance.</li> <li>• For PUP Student</li> </ul>

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Council: Certification that the student is a duly elected officer of the PUP Student Council.
3. Have the stamped and signed scholarship agreement form and current registration form photocopied and surrender a photocopy of each form to the SFAS staff for it to tag the student's account for scholarship discount. (Note: 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	1 minute	Photocopy of the signed scholarship agreement and current registration form
<b>End of Transaction</b>				

**Financial Aid**

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

**Description of the Service:**

This is offered by the University as a term of employment of not more than 24 hours a week or 100 hours a month at a compensation rate of Php25.00/ hour. The term of employment is subject to renewal every semester.

**Qualifications:**

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Present letter of recommendation from the office in need of S.A., together with other required documents.	Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	1 minute	<ul style="list-style-type: none"> <li>Grades (SIS)</li> <li>Photocopy of current registration card</li> <li>Recommendation letter</li> </ul>
2. Check if the SFAS staff's evaluation of the grades results to the approval of the request.	Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	10 seconds	10 seconds <ul style="list-style-type: none"> <li>Print Screen of Grades (SIS)</li> <li>Photocopy of current registration card</li> <li>Recommendation letter</li> </ul>
3. Fill out the personal information form from SFAS for endorsement to the Guidance Office	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	3 minutes provided filling out of the form shall be accomplished at once by the applicant	<ul style="list-style-type: none"> <li>SFAS Form Personal Information Form</li> </ul>
D. Proceed to the Guidance, Counseling and Testing Center for the psychological test.	Guidance, Counseling and Testing Center	PUP Main Campus 2 <sup>nd</sup> Floor, Charlie Del Rosario Bldg.	Please see GCTC Citizen's Charter	SFAS Personal Information Form
E. Check Test Result evaluation from SFAS	Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground Floor, West Wing	10 seconds	Psychological Test Result
F. Report to the Chief of SFAS for the final interview If the Psychological Test is passed.	Chief Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	5 minutes	Psychological Test Result
G. If qualified, fill out the Personal Data Sheet.	Prof. Marissa L. Mayrena Ms. Arsenia D. Castro	PUP Main Campus, Room 119, Ground	5 minutes provided filling out of the form shall be accomplished at	Personal Data Sheet

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
		Floor, West Wing	once by the applicant	
9. Wait for SFAS' endorsement of the Special Order to the University President.	Prof. Lailanie G. Teves	PUP Main Campus, Room 119, Ground Floor, West Wing	1 day	
10. Wait for the approval of the Special Order.	Office of the President			
11. Upon receipt of Special Order, assume duty at the designated office.	Designated Office	PUP Main Campus, 2 <sup>nd</sup> Floor South Wing	Please see OP's Citizen's Charter	
<b>End of Transaction</b>				

**Note: Opening of Landbank Account**

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

**Special Scholarship Grants**

Description of the Service:

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

**Qualifications:**

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit documents required by Grantor to SFAS for evaluation and interview	Prof. Lailanie G. Teves  Prof. Marissa L. Mayrena	West 119, PUP Main Campus	30 minutes	<ul style="list-style-type: none"> <li>Required documents as listed in the SFAS Bulletin Board or at the Scholarship Link at the PUP Website</li> </ul>
2. If Grantor requests a Psychological Exam, proceed to the Guidance Office for the Exam, if not proceed to step No. 3	GCTO Staff	2 <sup>nd</sup> Floor, Charlie del Rosario Bldg, PUP Main Campus	1-2 hours	<ul style="list-style-type: none"> <li>Information Form from SFAS</li> </ul>
3. If qualified, wait for SFAS recommendation to the Grantor	Prof. Lailanie G. Teves	West 119, PUP Main Campus	1 day	<ul style="list-style-type: none"> <li>Documents required by the Grantor</li> </ul>
4. Wait for the issuance of the stamped scholarship agreement form and the current registration card.	Ms. Arsenia D. Castro	West 119, PUP Main Campus	5 minutes	<ul style="list-style-type: none"> <li>Endorsement letter by SFAS</li> <li>SFAS Personal Data Sheet</li> <li>Scholarship Agreement Forms (F3, F4)</li> <li>Parent/Guardian's ID Card</li> </ul>
5. Submit the ATM account number and the Official Receipt of the fees paid to SFAS for the release of stipend	Ms. Arsenia D. Castro	West 119, PUP Main Campus	5 mins.	<ul style="list-style-type: none"> <li>Landbank Receipt</li> <li>PUP Official Receipt</li> </ul>
6. Wait for the SFAS Chief's request for release of stipend and the tuition fee refund (in instances when applicant was already enrolled when the grant was given to PUP) from the Vice President for the Finance and the approval of the release be credited in the grantee's personal account.	Prof. Lailanie G. Teves	West 119, PUP Main Campus	1 day	<ul style="list-style-type: none"> <li>Endorsement Letter from SFAS</li> <li>Grantee's ATM</li> </ul>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
<b>7.</b> Monitor ATM account to check if stipend has been credited			Please see OVPF's Citizen's Charter	
<b>END OF TRANSACTION</b>				

## How to Sponsor a Scholarship Program

### Requirements:

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

### Fees:

Administrative Fee per scholar/semester:

Government Institution                      Php500.00

Private Individual/ Institution              Php1, 000.00

\*per scholar/ semester

**Processing Time:** 1-2 months

### STEPS IN SPONSORING A SCHOLARSHIP PROGRAM

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF THE OFFICE	DOCUMENTS REQUIRED
1. Submit a Letter of Intent to SFAS Chief.	Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	• Letter of Intent
2. Set a meeting with the possible donor/ benefactor.	Prof. Marissa L. Mayrena, Benefactor Coordinator	PUP Main Campus, Room 119, Ground Floor, West Wing	
f. Prepare and submit a draft MOA to SFAS.	Benefactor/ Grantor	PUP Main Campus, Room 119, Ground Floor, West Wing	• Draft MOA
g. Pre-evaluate and submit MOA to Legal Office.	Prof. Lailanie G. Teves, SFAS Chief	PUP Main Campus, Room 119, Ground Floor, West Wing	• Draft MOA
5. Wait for the result of the Legal Office evaluation of the MOA.	Atty. Merito Lovensky Fernandez, Chief Legal Counsel	PUP Legal Office, 3 <sup>rd</sup> Floor, South Wing	• Draft MOA
6. Wait for SFAS to return the approved or disapproved MOA.	Prof. Marissa L. Mayrena, Benefactor Coordinator	PUP Main Campus, Room 119, Ground Floor, West Wing	Received Draft MOA

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

**B. GUIDANCE, COUNSELING AND TESTING SERVICES**

**ABOUT THE SERVICE**

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

Telephone numbers: 335-1787 or 335-1777 loc. 384

**Types of Services**

1. COUNSELING

Description of the Service

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

Fees: (Waived)

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>1. For walk-in clients, visit the GCTS and proceed to the available Guidance Counselor.</p> <p>If referred client/ student, present to the Guidance Counselor the Call Slip where the date and time of the session are indicated.</p>	<p>Registered Guidance Counselors:</p> <p>Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos</p> <p>Dalisay O. Balagbagan</p> <p>Jasmin A. Bascos</p>	<p>PUPLHS &amp; Colleges Main Campus 2<sup>nd</sup> Floor, Room 205 Charlie del Rosario Bldg., Sta. Mesa, Manila</p> <p>PUP College of Engineering &amp; Architecture Room: 320 PUP Institute of Technology Room 102 PUP College of Mass Communication Building</p> <p>Graduate School Hasmin Building</p> <p>PUPLHS &amp; Colleges Main Campus 2<sup>nd</sup> Floor, Rm 205 Charlie del Rosario Bldg</p>	<p>20 minutes or more depending on the needs/problems of the counselee</p> <p>20 minutes or more depending on the needs/problems of the counselee</p>	<p>ID or RC or Alumni ID</p> <p>Additional Requirement: Call Slip</p>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
	Available Registered Guidance Counselors/ Psychologist:s  Barbara P.Camaho Rose Helen T.Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	PUP College of Engineering & Architechure Room: 320 PUP Institute of Technology Room 102 PUP College of Mass Communication Building Graduate School Hasmin Building	3 minutes	Letter of excuse noted by guardian supported by ID to validate the signature or Medical Certificate if 3 or more days absent and the likes .

## II. TESTING

### Description of the Service

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

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

For employment: Faculty Applicant ..... Php 1,500.00 Administrative Applicant ..... 1,000.00 <i>Entrance Tests:</i> College &ITech ..... 550.00 Laboratory High School ..... 100.00 College of Law ..... 500.00 Open University ..... 500.00 Post Baccaalaureate OU & COED ..... 500.00 Waiver ..... 750.00 <i>Students:</i> Entrance Scholarship ..... 500.00 Transferee ..... 750.00 Re-admission ..... 750.00 Dorm ..... 50.00	Payment of students who are currently enrolled will be charged to Guidance Fee: (Miscellaneous) except for Dorm Applicant such as: - Applicants for Scholarship and Grant - Student Assistantships - Shifters - Self-Assessment
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Testing Schedule – 8:00 A.M (Monday to Friday)

Please Return on your Scheduled Date of Exam on Time

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit the required documents.	Registered Guidance Counselors/ Psychologists	Testing Room PUP-GCTS Main Campus 2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 205	For Tests Scheduling 1-2 minutes	Endorsement Letter, Personal Data Sheet and Receipt
a. Teaching Position b. Administrative Position	Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan		Psychological Test Proper 2-3 hours	
c. PUP College Entrance Test (PUPCET) d. LHS Entrance ( PUPLHSEE) Special)	Rose Helen T. Merza  Jasmin A Bascos	Testing Room PUP-GCTS Main Campus 2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 20	Test Proper 1 hour and 30 minutes	E-Permit
e. College of Law	Registered Guidance Counselor/Psychologist:		Psychological Test Proper 35 minutes	Endorsement Letter from the College of Law
f. Open University	Registered Guidance Counselor/Psychologist:  Rose Helen T. Merza Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	Testing Room PUP-GCTS Main Campus 2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 205 Testing Room PUP-GCTS Main Campus 2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 20	Psychological Test Proper 2-3 hours	E-Permit
g. Post Baccalaureate				E-Permit or Endorsement from the President's Office
h. Waiver				Endorsement from the Scholarship Office and accomplished GCTS Individual Inventory Record Form
i. Entrance Scholarship Artist, Artist, Student Leaders etc . . . j. Applicant for scholarship and Grant				Endorsement from the Admission Chief and accomplished GCTS Individual
k. Transferee l. Re-admission				

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Inventory Record Form
m. Dorm				Receipt and accomplished GCTS Individual Inventory Record Form
n. Shifter				Endorsement from the College Chairperson and accomplished GCTS Individual Inventory Record Form
o. Extension: DOST	Registered Guidance Counselors/Psychologists	Testing Room PUP-GCTS		Endorsement Letter from DOST Agency HR Office
p. Self-Assessment	Rose Helen T. Merza	Main Campus	Depending on the time limit of the test/s to be administered	Accomplished Individual Inventory Record and; for
q. Other testing: as requested by the Dean, Chairperson, Faculty Member or etc. . .	Cielito B. Buhain Angelita R. Crisostomo Jasmin A. Bascos Dalisay O. Balagbagan	2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 205		p. with Referral Letter
2. Take the test on the scheduled date and time.	Guidance, Counseling and Testing Services Office Authorized Staff	Testing Room PUP-GCTS Main Campus 2 <sup>nd</sup> Floor Charlie del Rosario Bldg. Room 205	Depending on the time limit of the test/s to be administered	

TYPE OF TEST	TEST RESULTS WILL BE FORWARDED TO THE REQUESTING OFFICE
For Employment (Faculty & Admin)	Human Resource Management Office
For PUPLHS Entrance Exam	PUPLHS Registrar's Office
For PUPCET/Waiver Transferee, Re-admission and COED Post Baccalaureate	Admission Office

For Entrance Scholarship and Scholarship and Grants	Scholarship Office
For Open University Entrance Exam	OU Registrar
For College of Law	College of Law Dean
For Dorm Applicant/Self-Assessment	Test Taker
For Shifter	College Dean or Chairperson
For DOST Applicant	DOST Liaison Officer
For requested/referral client	Test Taker or the requesting party

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

#### **About the Service**

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

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

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

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

Telephone numbers: 335-1787 or 335-1777 loc. 384

#### **TYPES OF SERVICES**

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

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

#### **Flow of Services**

##### **Company / Institutions / Partners CDPS**

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

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

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

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

<b><i>Note: All documents must be submitted in soft and hard copies.</i></b>
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**c. Services**

**a. Job Posting**

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

**1. Fees**

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

**2. Additional Requirements**

- ✓ Manual– PosterAds (10 copies bond paper size – 8 ½ X 11)
- ✓ On-Line – Soft Copy of Poster or Ads (in JPEG format)
- ✓ Photocopies of Original Receipt (2 copies)

**HOW TO AVAIL OF THE SERVICE**

**Traditional Posting**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit documents for accreditation online and secure payment request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Letter of intent with accreditation requirements (SEC/DTI/CDA registration)</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul>
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office.	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	<ul style="list-style-type: none"> <li>- Payment request form</li> <li>- Procedures form for payment</li> </ul>
3. Proceed to the Accounting Office and secure Order of Payment form addressed to the Cashier's Office.	Accounting Office Staff	Accounting Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form from the CDPS addressed to the Accounting Office</li> </ul>
4. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR).	Cashier's Office Staff	Cashier's Office	5 Minutes	<ul style="list-style-type: none"> <li>- Order of payment form addressed to the Cashier's Office</li> </ul>
5. Proceed to the CDPS Office and submit the OR.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	2 minutes	<ul style="list-style-type: none"> <li>- Two (2) photocopies of the OR to CDPS.</li> <li>- Documents/materials needed (Job</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				Posting, Job Fair, etc.) - List of Graduates
6. Wait for the posting of the advertisement on the bulletin boards.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	- Advertisement to be posted on the bulletin board (1month duration).
<b>END OF TRANSACTION</b>				

**Location of the different offices:**

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

**On – Line Posting**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit documents for accreditation online and secure payment request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Letter of intent with accreditation requirements (SEC/DTI/CDA registration, - Certification from registering agency - Company profile
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office.	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	- Payment request form - Procedures for payment

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
3. Proceed to the Accounting Office and secure order of payment addressed to the Cashier's Office	Accounting Office Staff	Accounting Office	5 minutes	- Order of payment form from the CDPS addressed to the Accounting Office
4. Proceed to the Cashier's Office, pay required fees and secure an Official Receipt (OR).	Cashier's Office Staff	Cashier's Office	5 minutes	- Order of payment addressed to the Cashier's Office
5. Proceed to the CDPS Office and submit photocopies of the OR	CDPS Staff <i>(Myla D. Salcedo)</i>	CDPS S314 South Wing	2 minutes	- Two (2) photocopies of the OR to CDPS. - Documents/ materials for job posting and job fair, and others - List of graduates.
6. Wait for the posting of the advertisement on the bulletin boards and online resource.	CDPS Staff <i>(Myla D. Salcedo)</i>	CDPS S314 South Wing	10 minutes	- Advertisement to be posted online. (1 month duration)
<b>END OF TRANSACTION</b>				

**b. Directory of Graduates**

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

**1. Fees**

**DIRECTORY OF GRADUATES**

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

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit documents for accreditation online and secure payment request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Letter of intent with accreditation requirements (SEC/DTI/CDA registration,</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul>
2. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office.	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	<ul style="list-style-type: none"> <li>- Payment request form</li> <li>- Procedures for payment</li> </ul>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
3. Proceed to the Accounting Office and secure order of payment from the Accounting Office addressed to the Cashier's Office	Accounting Office Staff	Accounting Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form from the CDPSO addressed to the Accounting Office</li> </ul>
4. Proceed to the Cashier's Office, pay the fees and secure an Official Receipt (OR).	Cashier's Office Staff	Cashier's Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form from the Accounting Office addressed to the Cashier's Office</li> </ul>
5. Proceed to CDPS Office, submit two (2) photocopies of the OR and secure a CD copy of the directory of graduates	CDPS Staff <i>(Myla D. Salcedo)</i>	CDPS S314 South Wing	2 minutes	<ul style="list-style-type: none"> <li>- Two (2) photocopies of the OR</li> <li>- Documents for Job Posting, Job Fair etc.</li> <li>- List of Graduates.</li> <li>- CD copy of the directory of graduates</li> </ul>
<b>END OF TRANSACTION</b>				

**c. Job Fair**

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

**1. Fees**

<b>No. of Booth(s)</b>	<b>No. of Days /</b>	<b>Location Options</b>	<b>Amount</b>
A. One (1) Booth	3 days / 2 representatives	<ul style="list-style-type: none"> <li>• One (1) 2m X 2m booth in any of the four locations.</li> </ul>	Php 9,000.00
B. Two (2) Booths	3 days / 3 representatives	<ul style="list-style-type: none"> <li>• One (1) 2m X 4m booth in any of the four locations; or</li> <li>• Two (2) separate 2m X 2m booths to be placed in any two chosen locations</li> </ul>	Php 15,000.00

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit required documents upon receipt of job fair invitation.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Registration form filled out through fax, email, or personal</li> <li>- Accreditation requirements (SEC/DTI/CDA registration,</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul>
2. Secure Payment Request Form and Procedures for Payment.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>:- Payment request form</li> <li>- Procedures for payment</li> </ul>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
3. Proceed to the Resource Generation Office for the Order of Payment form addressed to the Accounting Office.	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	- Order of payment from the CDPSO addressed to the Accounting Office
4. Proceed to the Accounting Office	Accounting Office Staff	Ground floor Accounting Office	5 minutes	- Order of payment from the Accounting Office addressed to the Cashier's Office
5. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR).	Cashier's Office Staff	Cashier's Office	5 minutes	- Payment of fees - Official Receipt (OR).
6. Proceed to the CDPS Office and submit photocopies of the OR	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	2 minutes	- Two (2) photocopies of the OR
7. Participate in the Job Fair.	CDPS Staff	CDPS S314 South Wing	8 - 16 hours	- Attendance in job fair.
<b>END OF TRANSACTION</b>				

**d. Partnership**

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

**1. Fee/s waived**

- ✓ Donation to the University

**2. Additional Requirements**

Draft of Memorandum of Agreement

**HOW TO AVAIL OF THE SERVICE**

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

**e. The LMI Corner**

The Labor Market Information Corner contains advocacy materials from the Department of Labor and Employment (DOLE), the Department of Education (DepED), the Technical Education and Skills Department (TESDA), the Professional Regulatory Commission (PRC) and the Department of Science and Technology. Regular and special publications of the DOLE regarding in-demand and hard-to-fill occupations and industries, career guidance materials, scholarship grants, higher education priority courses are also available for students to peruse. The LMI's

objective is to inform students about the government assistance they can access and accordingly guide them in deciding what career path to take once they join the labor force.

**f. Other Services**

**Fees**

- Rate of Venue requested
- Food for participants

**1. Mock Recruitment**

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

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit required documents through e-mail or personally hand it to the office staff.  Companies with complete documents/requirements may already submit company request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Letter of intent</li> <li>- Draft of Memorandum of Agreement (MOA)</li> <li>- Accreditation requirements (SEC/DTI/CDA registration,</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul> <p>For companies with complete documents/ requirements, submit the following:</p> <ul style="list-style-type: none"> <li>- Company activity request</li> </ul>
	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
				form via email, fax or personal
2. Proceed to the Resource Generation Office for the Order of Payment for the venue fee.	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	- Order of payment addressed to the Accounting Office for the venue fee
3. Proceed to the Accounting Office and secure Order of Payment addressed to the Cashier's Office.	Accounting Office Staff	Ground floor Accounting Office	5 minutes	- Order of payment addressed to the Cashier's Office
4. Proceed to the Cashier's Office.	Cashier's Office Staff	Cashier's Office	5 minutes	- Payment of fees - Secure an Official Receipt (OR).
5. Proceed to CDPS Office and submit photocopies of the OR.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	2 minutes	- Two (2) photocopies of the OR
6. Conduct Mock Recruitment.	CDPS Officials/ Staff	CDPS S314 South Wing	4 - 8 hours	- Company documents for mock recruitment.
<b>END OF TRANSACTION</b>				

## 2. Career Talk/Seminar

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

### HOW TO AVAIL OF THE SERVICE

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit required documents through email, fax or hand it personally.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Letter of intent - Draft of Memorandum of Agreement (MOA)

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				<ul style="list-style-type: none"> <li>- Accreditation requirements (SEC/DTI/CDA registration,</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul>
2. Submit company activity request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Company activity request form via email, fax or handed personally.</li> </ul>
3. Proceed to the Resource Generation Office for the Order of Payment for the venue fee	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form addressed to the Accounting Office for the venue fee.</li> </ul>
4. Proceed to Accounting Office and secure order of payment form addressed to the Cashier's Office	Accounting Office Staff	Ground floor Accounting Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form addressed to the Accounting Office.</li> </ul>
5. Proceed to the Cashier's Office for payment of necessary fees and Original Receipt (OR).	Cashier's Office Staff	Cashier's Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment form addressed to the Cashier's Office</li> </ul>
6. Proceed to CDPS Office and submit photocopies of the OR.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	2 minutes	<ul style="list-style-type: none"> <li>- Two (2) photocopies of the OR</li> </ul>
7. Conduct Career Talk/ Seminar	CDPS Staff	CDPS S314 South Wing	8 - 16 hours	<ul style="list-style-type: none"> <li>- Three (3) photocopies of OR</li> <li>- Company documents for career talk/seminar.</li> </ul>
<b>END OF TRANSACTION</b>				

### 3. Pre–Employment Orientation Seminar

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

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit required documents	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	<ul style="list-style-type: none"> <li>- Letter of intent</li> <li>- Draft of Memorandum of Agreement (MOA)</li> <li>- Accreditation requirements (SEC/DTI/CDA registration,</li> <li>- Certification from registering agency</li> <li>- Company profile</li> </ul>
2. Submit company activity request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	For companies with complete documents/ requirements: <ul style="list-style-type: none"> <li>- Company activity request form</li> </ul>
3. Proceed to Resource Generation Office and secure Order of Payment form addressed to the Accounting Office for the venue fee	RGO Staff	E204 East Wing Resource Generation Office (RGO)	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment addressed to the Accounting Office for the venue fee</li> </ul>
4. Proceed to the Accounting Office and secure order of	Accounting Office Staff	Ground floor Accounting Office	5 minutes	<ul style="list-style-type: none"> <li>- Order of payment</li> </ul>

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

## **II. Services to Students and Alumni**

### **Flow of Services to Students/Alumni**

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

#### **A. General Requirements**

1. Letter of Intent addressed to:  
**Engr. FLORINDA H. OQUINDO**  
*Chief, Career Development and Placement Services (CDPS)*
2. Registration Card (for Students)
3. Accomplished CDPS forms (Personal Data Sheet or PDS and Student request form)

#### **B. Services**

##### **1. REFERRAL/RECOMMENDATION LETTER**

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

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit required documents	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Letter of intent with documentary requirement: <b>For students:</b> - Registration card <b>For alumni:</b> - Alumni ID
2. Fill out student/alumni request form.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	- Student/alumni request form
3. Request for a recommendation letter.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Recommendation letter.
<b>END OF TRANSACTION</b>				

## 2. CAREER GUIDANCE/PRE-EMPLOYMENT SEMINAR

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

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

### HOW TO AVAIL OF THE SERVICE

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Inform the CDPS about your Intention to join the pre-employment seminar.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- <b>For students:</b> Registration card - <b>For alumni:</b> - Alumni ID
2. Secure and fill out student /alumni request form	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	- Student/alumni request form
3. Know the schedule of the pre-employment seminar.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Schedule of the pre-employment seminar.
4. Attend/Participate in the activity.	CDPS Officials/ Staff	CDPS S314 South Wing	3-8 hours	- List of students/

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
				alumni
<b>END OF TRANSACTION</b>				

### 3. CAREER TALK/SEMINAR

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

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Inform the CDPS about your Intention to join the career talk/seminar and present necessary documentary requirements.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- <b>For students:</b> Registration card  - <b>For alumni:</b> - Alumni ID
2. Fill out student/alumni request form	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	- Student/alumni request form
3. Know the schedule of the pre-employment seminar.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Schedule of the pre-employment seminar.
4. Attend/Participate in the activity.	CDPS Officials/ Staff	CDPS S314 South Wing	3-8 hours	- List of students/ alumn
<b>END OF TRANSACTION</b>				

#### 4. JOB ANNOUNCEMENTS

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

##### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Check for current job openings.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Required CDPS documents or CDPS bulletin boards.
2. Fill out necessary requirements.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	10 minutes	- Request form and personal data sheet. - Photocopy of ID or registration card.
3. Provide students and alumni with information on job openings.	CDPS Staff (Myla D. Salcedo)	CDPS S314 South Wing	5 minutes	- Job announcements and contact details of companies which are hiring.
<b>END OF TRANSACTION</b>				

#### D. STUDENT AFFAIRS SECTION

##### About the Service

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

Telephone numbers: 335-1787 or 335-1777 loc.352

##### Services Offered:

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

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

- Fees: 1<sup>st</sup> Loss – P100**  
**2<sup>nd</sup> Loss – P125**  
**3<sup>rd</sup> Loss – P150**

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Download and fill out application form for replacement of lost identification card (ID) from the PUP website (pup.edu.ph)			15 minutes	
2. Attest form by parent of applicant and by the Dean/Chair of the college or department	Dean or Chair of college or department	Office of the Dean/Chair	5 minutes	Registration certificate Application form for replacement of lost ID
3. Proceed to the Guidance, and Counseling, and Testing Services (GCTS) for interview and evaluation of documents	Authorized staff or official of Guidance, Counseling, and Testing Services (GCTS)	GCTS Office, Rm. 205 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Registration certificate  Application form for replacement of lost ID
4. Seek recommendation for the issuance of replacement ID	Authorized staff or official of the University Legal Counsel Office	University Legal Counsel Office, Rm.S302, Main Academic Bldg.	5 minutes	Registration certificate  Application form for replacement of lost ID

STEPS TO FOLLOW	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
5. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, Office of Student Services (OSS) or Esther Soraya Ambion, Chief, Student Affairs Section	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Registration certificate  Application form for replacement of lost ID  Copy of recommendation for issuance of replacement ID
6. Pay the appropriate fee	Authorized staff of the Cashier's Office	Cashier's Office, Ground floor, South Wing	15-20 minutes	Registration certificate  Application form for replacement of lost ID  Copy of approval of request
7. Proceed to the OSS for the processing and issuance of ID	Authorized official or staff of OSS	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	15 minutes	Registration certificate  Application form for replacement of lost ID  Official receipt of payment
<b>END OF TRANSACTION</b>				

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

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

Fee: P75.00

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/ PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Download and fill out application form for new identification card (ID) from the pup website (pup.edu.ph)			15 minutes	
2. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, OSS or  Esther Soraya Ambion, Chief, Student Affairs Section	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC).	5 minutes	Registration certificate  Application form
3. Pay appropriate fee	Authorized staff of Cashier's Office	Cashier's Office, South Wing, Ground Floor	15-20 minutes	Registration certificate  Application form for new ID
4. Proceed to OSS for the processing and issuance of ID	Authorized staff or official of OSS	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC).	15 minutes	Registration certificate  Application form  Official receipt of payment
<b>END OF TRANSACTION</b>				

3. Application for Replacement of Lost Registration Certificate

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

Fee: P150.00

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Download and fill out application form for replacement of lost registration certificate from the PUP website (pup.edu.ph)			15 minutes	
2. Attest form by parent of applicant and by the Dean/Chair of respective college or department	Dean or Chair of college or department	Office of the Dean/Chair	5 minutes	Application form for replacement of lost registration certificate
3. Proceed to GCTS for interview and evaluation of documents	Authorized staff or official of Guidance, Counseling, and Testing Services (GCTS)	GCTS Office, Rm. 205 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Application form for replacement of lost registration certificate
4. Seek recommendation	Authorized staff or official of the University Legal Counsel Office	University Legal Counsel Office, Rm. S302 Main Academic Bldg.	5 minutes	Application form for replacement of lost registration certificate
5. Seek approval of request	Jimmy Dollaga, Officer-in-Charge, Office of Student Services (OSS) or Esther Soraya Ambion, Chief, Student Affairs Section	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Application form for replacement of lost registration certificate
6. Pay appropriate fee	Authorized staff at the Cashier's Office	Cashier's Office, South Wing, Ground floor	15-20 minutes	Application form for replacement of lost registration certificate

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>7. Proceed to concerned office for the processing and issuance of registration certificate</p> <p>For:</p> <ul style="list-style-type: none"> <li>- 1st year (undergraduate)</li> <li>-2nd year &amp; above (undergraduate)</li> <li>-Graduate School(GS)</li> <li>Open University (OU)</li> <li>-PUP Laboratory High School (LHS)</li> <li>-Institute of Technology (ITech)</li> </ul>	<p>Authorized official or staff</p>	<p>Admission Services, West Wing, Ground Floor</p> <p>Office of the University Registrar South Wing, Ground Floor</p> <p>GS Registrar's Office GS Bldg., PUP M. H. Del Pilar Campus</p> <p>OU Registrar's Office, 4th Floor, Ninoy Aquino Library and Learning Resource Center (NALLRC)</p> <p>PUPLHS Registrar's Office PUPLHS Bldg.</p> <p>Itech Registrar's Office, Itech Bldg. NDC Campus</p>	<p>15-20 minutes</p>	<p>Application form for replacement of lost registration certificate</p> <p>Official receipt of payment</p>
<b>END OF TRANSACTION</b>				

4. Request for Certificate of Good Moral Character

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

Fee: P150.00

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Secure/ fill out application form	Authorized official or staff of the Office of Student Services (OSS)	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Any of the following: - PUP ID - Registration Certificate - Transcript of Records - PUP Alumni ID
2. Pay appropriate fee	Authorized staff of Cashier's Office	Cashier's Office, South Wing, Ground Floor	15 minutes	Any of the following: - PUP ID - Registration Certificate - Transcript of Records - PUP Alumni ID
3. Proceed to the OSS for the processing and issuance of certificate	Authorized staff or official of Office of Student Services (OSS)	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	15-20 minutes	- Request form for good moral certificate - Official receipt of payment - Registration certificate or PUP ID
4. Proceed to the Director/Chief of OSS/SAS for the signing of certificate of good moral character	Jimmy Dollaga, Officer-in-Charge, OSS or Esther Soraya Ambion, Chief, Student Affairs Section (SAS)	OSS, 2 <sup>nd</sup> floor, Charlie del Rosario Bldg.	1 minute	

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<b>END OF TRANSACTION</b>				

5. Permission to Conduct an Activity

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

**HOW TO AVAIL OF THE SERVICE**

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Check the availability of the desired venue of the organization's activity from the concerned offices			10-15 Minutes	Letter of request to conduct an activity, noted by the Director of OSS and the Chief of Student Affairs
Venue: Hyundai Audio Visual Room (AVR)	Authorized staff/official of the Office of Student Services (OSS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)		
Bulwagang Balagtas/ Bulwagang Bonifacio/NALLRC Multimedia Room/ NALLRC Board Room	Authorized staff/official of the Office of the Director, Ninoy Aquino Library and Learning Resources Center (NALLRCC)	Office of the Director, NALLRC, A. Mabini Campus		
Information Communication and Technology Center (ICTC) Laboratory	Authorized official/staff of the Office of the Director of ICTC	Training Room, Ground Floor, NALLRC		
Claro M. Recto Hall/Catwalk/				

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
Lobby/ Amphitheater/ Freedom Park  PUP Oval/ PUP Gymnasium/ Swimming Pool  Accenture Ideas Exchange Function Room  Tanghalang PUP  Hasmin Hostel Manila Room  2. Present a request letter to the Director of the Office of Student Services (OSS), addressed to the Vice President for Student Services (VPSS), noted by the the Director of the Office of Student Services (OSS) and the Chief of Student Affairs Section (SAS)	Authorized staff/official of Campus Development and Maintenance Office (CDMO)	CDMO Office, East Wing, Ground floor	10 minutes	
	Authorized staff/official of the College of Human Kinetics (CHK)	CHK Building		
	Authorized staff/ official of the College of Business Administration (CBA	Room N206, Main Academic Bldg.		
	Authorized official/staff of the University Center for Culture (UCCA)UCCA	Ground Floor, CoC Building		
	Authorized official/staff PUP / Director of Hasmin Hostel	MH Del Pilar Campus		
	Jimmy P. Dollaga OIC, Office of the Student Services	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)		
	Esther Soraya Ambion Chief, Student Affairs Section			

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>3. Present a separate request letter to use the desired venue of activity to the Director of OSS, addressed to the official of concerned office, and noted by the Director of OSS and Chief of Student Affairs Section</p> <p>Venue:</p> <p>Hyundai Audio Visual Room (AVR)</p> <p>Bulwagang Balagtas/ Bulwagang Bonifacio/ NALLRC Multimedia Room/ NALLRC Board Room</p> <p>Information Communication and Technology Center (ICTC) Laboratory</p> <p>Claro M. Recto Hall/Catwalk/Lobby/ Amphitheater/ Freedom Park</p>	<p>Address letter to (concerned office):</p> <p>Jimmy P. Dollaga OIC Office of the Student Services</p> <p>Dr. Divina T. Pasumbal Director NALLRC</p>	<p>Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)</p> <p>Office of the Director, NALLRC, A. Mabini Campus</p>	<p>10 minutes</p>	<p>Letter of request to use desired venue</p>

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
PUP Oval/ PUP Gymnasium/ Swimming Pool	Prof. Marlon Lim Director, ICTC	Training Room, Ground Floor, NALLRC		
Accenture Ideas Exchange Function Room	Engr. Antonio Y. Velasco Director CDMO,Thru: Prof. Remus Laglagaron Dean, College of Human Kinetics	CDMO Office, East Wing, Ground floor  CHK Building		
Tanghalang PUP	CDMO,Thru: Prof. Remus Laglagaron Dean, College of Human Kinetics			
Manila Room		Office of the Dean CBA, Room N206, Main Academic Bldg.		
IF the activity is an Income-Generating Project (IGP), submit letter of intent to the Office of the President, thru the Vice President for Finance (VPF), and noted by the Director of OSS and the Chief of SAS	Dr. Leopoldo T. Bragas Dean College of Business Administration  Prof. Belly R. Ygot Director UCCA	UCCA Office Rm. W105, Main Academic Building  Ground Floor, Hasmin Hostel Bldg. PUPM.H. del Pilar Campus		
IF the organization requests that the	Engr. Roland C. Viray PUP Hostel Manager	South Wing, Second Floor, Main Academic Building		

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>payment for the venue/electricity to be used for the activity be waived, submit additional letter of request to the Office of the President thru the Vice President for Finance and the Vice President for Administration, noted by the Director of OSS and the Chief of SAS</p> <p>4. Submit letter to concerned office/s and to the Office of the Vice President for Student Services for approval</p> <p>5. Submit a photocopy of the approved request and letter to the OSS and the Security Office</p>	<p>Dr. Emanuel C. De Guzman President Thru: Ms. Marissa J. Legaspi, CPA Vice President for Finance</p> <p>Dr. Emanuel C. De Guzman President Thru: Ms. Marissa Legaspi, CPA, Vice President for Finance, and Prof. Alberto C. Guillo, Vice President for Administration</p> <p>Concerned office/s</p> <p>Prof. Herminia E. Manimtim, EDM Vice President for Student Services, PUP</p>	<p>South Wing, Second Floor, Main Academic Building</p> <p>South Wing, 2<sup>nd</sup> Floor, Main Academic Bldg.</p> <p>OSS, Rm. 208 Charlie del Rosario Bldg.</p>	<p>10 minutes</p>	<p>Letter of request noted by the Director of OSS and Chief of Student Affairs</p>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
	Authorized official/staff of the OSS Valentin Espina Chief, Safety and Security Services	PUP Security Force, Ground Floor, North Wing		Letter of request approved by concerned official/s
<b>END OF TRANSACTION</b>				

### 6. Request for Visitors' Entry

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

#### HOW TO AVAIL OF THE SERVICE

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request for the entry of visitors	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	3 minutes	Letter of request for visitors' entry
2. Secure/fill out request form and attach the list of names of visitors	Authorized staff/official of the Office of the Student Services (OSS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Letter of request for visitors' entry
3. Seek approval of request	Jimmy P. Dollaga, OIC, OSS; Esther Soraya Ambion Chief, Student Affairs Section (SAS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	10 minutes	Letter of request for visitors' entry  Request form with attached list of visitors

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
4. Submit the approved request form and list of visitors to the Security Office to facilitate approved request	Valentin Espina Chief, Safety and Security Services	PUP Security Force, Ground floor, North Wing	3 minutes	Approved request form  List of visitors
<b>END OF TRANSACTION</b>				

7. Request for Entry of Equipment and Materials

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request for the entry of equipment and materials	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	Office of the Student Services (OSS), Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	3 minutes	Letter of request for visitors' entry
2. Secure/fill out request for equipment/ materials entry form	Authorized staff/official of the Office of the Student Services (OSS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Letter of request for visitors' entry
3. Seek approval of request	Jimmy P. Dollaga, OIC, OSS; Esther Soraya Ambion, Chief, Student Affairs Section (SAS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	10 minutes	Letter of request for equipment/ materials entry  Request for equipment/ materials entry form

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
4. Submit the approved request form to the Security Office to facilitate approved request	Valentin Espina Chief, Safety and Security Services	PUP Security Force, Ground floor, North Wing	3 minutes	Approved request for equipment/ Materials entry form
<b>END OF TRANSACTION</b>				

#### 8. Permission to Stay Overnight

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Present a letter of request at least three days before the intended stay, together with the list of students who will stay overnight, to the Director of OSS, addressed to the Vice President for Student Services, noted by the Director of OSS and the Chief of SAS  - For <u>student organizations, councils or publications</u> , the	Jimmy P. Dollaga Officer-in-charge Office of the Student Services;  Esther Soraya Ambion	Office of the Student Services (OSS), Rm. 208  Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Letter asking permission to stay overnight Letter of parental or guardian consent

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>request may be noted by the Faculty Adviser (optional)</p> <p>- <u>For non-student organizations, councils and publications</u> the request shall be noted by the Chair of Department or the Dean of the College</p>				
<p>2. Secure/fill out request for overnight stay form</p>	<p>Authorized staff/official of the Office of the Student Services (OSS)</p>	<p>OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)</p>	<p>5 minutes</p>	
<p>3. Submit request letter for overnight stay and request form for overnight stay, including the letter of parental or guardian consent to the Office of Student Services for proper endorsement to the Office</p>	<p>Jimmy P. Dollaga, OIC, OSS; Esther Soraya Ambion Chief, Student Affairs Section (SAS)</p>	<p>OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)</p>	<p>10 minutes</p>	<p>Letter of request for overnight stay Letter of parental or guardian consent</p> <p>Request for overnight stay form</p>

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
of the Vice President				
4. Submit all the pertinent documents to the Office of the Vice President for Student Services for approval	Prof. Herminia E. Manimtim, EDM Vice President for Student Services, PUP	South Wing, Second Floor, Main Academic Building	10 minutes	Letter of request for overnight stay Letter of parental or guardian consent Request for overnight stay form
5. Submit the approved request form, with the attached list of students staying overnight to the Security Office to facilitate request	Valentin Espina Chief, Safety and Security Services	PUP Security Force, Ground floor, North Wing	3 minutes	Approved request form
<b>END OF TRANSACTION</b>				

#### 9. Request for Medals

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

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Present a letter of request (with an endorsed program/presentation) addressed to the Director of the Office of the Student Services	Jimmy P. Dollaga Officer-in-charge Office of the Student Services	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	Request letter for medals

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<p>-For <u>student council/publication/student organization</u>, the request must be noted by the Faculty Adviser (optional)</p> <p>For <u>non-student council/publication/organization</u>, the request must be noted by the Chair of the Department</p>				
2. Secure and fill out "Request for Medals" form	Authorized official/staff of OSS	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5 minutes	
3. Submit pertinent documents to the OSS for approval	Jimmy P. Dollaga, OIC, OSS; Esther Soraya Ambion Chief, Student Affairs Section (SAS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	5-10 minutes	Request letter for medals "Request for Medals" form
4. Submit approved request form to facilitate request	Authorized official/staff of OSS	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	10-15 minutes	Approved "Request for Medals" form
<b>END OF TRANSACTION</b>				

## 10. Settlement of Complaints/Grievances

The OSS settles complaints/grievances, both disciplinary and non-disciplinary, involving student/s in all cases initiated by or against other student/s, any member of the faculty, and non-teaching personnel. The OSS refers complaints/grievances which are non-disciplinary to the proper academic or administrative unit, concerned with the view of settling the case through

arbitration and amicable settlement. In the case of complaints which carry a disciplinary action, the OSS refers the complaints/grievances to the Student Disciplinary Board (SDB).

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. File complaint/s in writing and sign	Jimmy P. Dollaga Officer-in-Charge Office of the Student Services (OSS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	30 minutes to 1 hour	
2. Appear in the case settlement called by the OSS	Jimmy P. Dollaga Officer-in-Charge Office of the Student Services (OSS)	OSS, Rm. 208 Charlie del Rosario Student Development Center (CDRSDC)	1-3 hours	Complaint endorsement to OSS Director
3. Appear in the disciplinary proceeding	Student Disciplinary Board (SDB)		1-3 hours	Decision/Resolution of the complaints
<b>END OF TRANSACTION</b>				

# UNIVERSITY CENTER FOR CULTURE AND THE ARTS (UCCA)

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

Telephone number: 516-6957

## Types of Services

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

## For students:

### 1. PUP-UCCA Artist Entrance Scholarship

#### General Requirements:

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

- 2 copies of 2x2 photo with name plate.

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

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

#### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Present to UCCA the portfolio/documents for UCCA staff initial evaluation.	Mr. Clark Patrick A. Ligon	Mr. Clark Patrick A. Ligon	2 minutes	See general requirements above
2. Proceed to UCCA trainer for audition	Respective UCCA Trainer	Tanghalang PUP, COC Compound	5-7 minutes	See general requirements above
3. Go to Scholarship and Financial Assistance Services for Psychological Examination and payment schedules.	SFAS staff For Exam Schedule  PUP Cashier's Office Staff for Payment	Rm 119, West Wing, Ground Flr  Ground Floor, South Wing, PUP Main Building	Please see Cashier's Office' Citizen's Charter	Properly filled-out receipt
4. Take the Psychological Exam on the scheduled date and time of the examination.	Chief Barbara P. Camacho Guidance, Counseling and Testing Center (GCTC)	2 <sup>nd</sup> Floor, Charlie Del Rosario Building, PUP Main Campus	Please see GCTC's Citizen's Charter	Test Permit
5. Check the result at the Scholarship and Financial Assistance Services (SFAS) office two days after the date of examination.	Prof. Marissa L. Mayrena;  Ms. Arsenia D. Castro	Room 119, Ground Floor, West Wing, PUP Main Campus	3 minutes (provided results were already turned over by GCTC)	Route and Approval Sheet

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
6. Proceed to SFAS for validation of documents and final interview .	Prof. Lailanie G. Teves	Room 119, Ground Floor, West Wing, PUP Main Campus	10 minutes (provided documents being submitted are complete and properly accomplished)	Original and Photocopies of General Requirements; Route and Approval Sheet; Personal Data Sheet (original and photocopy); 1 pc. 2 x 2 photo; psychological exam result (original and photocopy); online application form (downloadable at the PUP website Entrance Scholarship link); long brown envelope with name of the applicant written on the upper left corner
7. Proceed to the UCCA Director for the final recommendation.	Prof. Bely Ygot	Tanghalang PUP, CoC Buiding	2 minutes	Route and Approval Sheet
8. Proceed to the Vice President for Student Services for approval of application	Dr. Herminia E. Manimtim, VPSS	2 <sup>nd</sup> Floor, South Wing, PUP Main Campus	2 minutes	Route and Approval Sheet
9. Photocopy the completed Route and Approval Sheet upon approval, and surrender	Ms. Arsenia D. Castro	Room 119, Ground Floor, West Wing	2 minutes	Photocopy of completed Route and Approval

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
the copy to the SFAS Office for tagging		PUP Main Campus		Sheet
<b>END OF TRANSACTION</b>				

**2. Cultural Performance for University Events**

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

**For Internal Clientele (PUP Community)**

**Requirements:**

- Invitation Letter
- Program Invitation upon confirmation

**HOW TO AVAIL OF THE SERVICE**

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

**For External Clientele (Outside PUP)**

**Requirements:**

- Invitation Letter
- Program
- Transportation to and from the site of the performance
- Refreshments and/or regular meals as appropriate
- Accommodation space (for costume change and meals)

**HOW TO AVAIL OF THE SERVICE**

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

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
<b>END OF TRANSACTION</b>				

**3. Other services:**

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

**HOW TO AVAIL OF THE SERVICE**

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

**4. Use of the Tanghalang PUP Theatre Facility**  
**A. For the PUP Community**

**HOW TO AVAIL OF THE SERVICE**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request addressed to the UCCA Director stating nature of event, venue, date and time at least <b>one week</b> before the actual day of event. (Follow the prescribed request letter format).	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	1 day	Request Letter
2. Have the UCCA Director sign a note that confirms the availability of the facility on the requested date/s.	UCCA Director	Tanghalang PUP, COC Compound	2 minutes	Request Letter
3. Secure a Reservation/ Agreement form and a copy of the Tanghalang PUP Guidelines and Policies from the UCCA.	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	2 minutes	Approved Request Letter
4. Once the date is approved, provide the UCCA Office a copy of the inventory of lights and sounds equipment and the supplier (if any), copy of the program and photocopy of the ID of the requesting party or representative.	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	1 minute	Approved Request Letter
5. Bring the approved request letter and agreement form to the CDMO for the computation of the energy and venue fee.	Campus Development and Maintenance Office	East Wing, Ground Floor, Main Campus	15 minutes	Approved Request Letter and Agreement Form
6. Pay the prescribed amount at the PUP Cashier and get the PUP official receipt.	PUP Cashier Office	Ground Floor, South Wing, Main Campus	5 minutes	Computation Fee from the CDMO Office
7. Bring the PUP official receipt to the UCCA to finalize reservation of the	Norman Babi C. Crisostomo	Tanghalang PUP, COC Compound	1 minute	Approved Request Letter Agreement

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
facility on the requested date/s	(Theatre Facility Coordinator)			Form Official Receipt of Payment
<b>END OF TRANSACTION</b>				

### **B. Outside Lessees**

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request addressed to the UCCA Director stating nature of event, venue, date and time two weeks before the actual day of event. (Follow the prescribed request letter format).	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	2 days	Request Letter
2. Request from the UCCA Director a signed note that confirms the availability of the facility on the requested date/s.	UCCA Director	Tanghalang PUP, COC Compound	3 minutes	Request Letter
3. Secure a Reservation/ Agreement Form from the UCCA.	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	1 minute	Approved request letter
4. Once the date is approved, secure from the UCCA Office a copy of the inventory of lights and sounds, equipment and the supplier (if any) and provide the UCCA a copy of the program and photocopy of the ID.	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	1 minute	Approved request letter
5. Bring the approved request letter and agreement form to the CDMO for the computation of the energy and venue fee.	Campus Development and Maintenance Office	East Wing, Main Campus	15 minutes	Approved request letter and Agreement Form

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
6. Pay the prescribed amount at the PUP Cashier and get the PUP official receipt.	PUP Cashier Office	Ground Floor, South Wing, Main Campus	5 minutes	Computation Fee from the CDMO Office
7. Bring the PUP official receipt to the UCCA to finalize reservation of the facility on the requested date/s.	Norman Babi C. Crisostomo (Theatre Facility Coordinator)	Tanghalang PUP, COC Compound	1 minute	Approved request letter Agreement Form, Official Receipt of Payment
<b>END OF TRANSACTION</b>				

**Note:** In case the lessee's (whether a PUP institution or group or outsiders) intention is for Income Generating Project, letters for the reservation of the Tanghalang PUP is addressed to the UCCA Director but arrangements should be made through the Resource Generation Office (RGO) on matters concerning the project.

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

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

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

*Letterhead of the Requesting Party*

*(Date prepared)*

**PROF. BELY R. YGOT**

*Director*

*University Center for Culture and the Arts*

**Dear Prof. Ygot,**

*Body of letter must include the following:*

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

Yours Truly,

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

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

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

1. The theatre will not be reserved until an approved Letter of Request, Reservation/Agreement Form, and an Official PUP Receipt is submitted to the UCCA Director.
2. Letter of Request for the use of the theatre must be submitted to the UCCA one week for PUP units and organizations and two weeks for outsiders prior to the event.
3. The reserving party must coordinate with the Theatre Facility Coordinator regarding guidelines and policies before and after the event.
4. The UCCA Office reserves the right to cancel or reschedule reservations due to the needs of the university or any unforeseen event.
5. Events sponsored by college/s, department/s, student organization/s or administrative office/s must be supervised by their faculty/administrative adviser.
6. All ingress, rehearsal/s, technical dry-run and egress must be accomplished within the contracted hours. A penalty (*extra hours x university prescribed rate*) will be imposed.
7. Penalties will be incurred in case of damage to university facility/ies and/or equipment.
8. All entrances/exits, passageways and stairways must be kept accessible at all times.
9. Posting of promotional paraphernalia (posters, tarpaulins, etc...) must be consulted with the Theatre Facility Coordinator and subject for approval by the UCCA Director.
10. Weapons, objects or substances that may inflict injury are strictly forbidden.
11. The use of fire (candles, lighters, matches, etc...) is not allowed within the theatre facility and its premises.
12. Pyrotechnics of any kind are not allowed inside the Tanghalang PUP.
13. Pets are not allowed.
14. Serving/consumption of food/beverages is allowed only in the dressing rooms and entrance lobby.
15. Proper management/disposal of trash is the responsibility of the lessee.

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

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

### Outreach Services

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

#### A. For the PUP Community

##### HOW TO AVAIL OF THE SERVICE

STEPS TO FOLLOW	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME	DOCUMENTS REQUIRED
1. Submit a letter of request addressed to the UCCA Director stating the nature of event, venue, date, time and specific request of outreach services two weeks before the actual day of event.	President's Office	PUP Main Campus South Wing	1 day	Letter of Request
2. Have the duly signed letter approved by the UCCA Director and endorsed to the respective trainer of the requested cultural group for outreach activity	UCCA Trainers	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	3 minutes	Letter of Request
2. Finalize with the UCCA Office the details of the event.	UCCA Office Staff (Mark Gregory P. Isip or Arlene A. Sandel)	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	2 minutes	Letter of Request
3. Secure from the UCCA copy of waivers (if necessary) for the student artists who are members of the invited organizations.	UCCA Office Staff (Mark Gregory P. Isip or Clark Patrick A. Ligon)	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	2 minutes	Letter of Request
<b>END OF TRANSACTION</b>				

#### B. For Outsiders

##### HOW TO AVAIL OF THE SERVICE

<b>STEPS TO FOLLOW</b>	<b>OFFICE/PERSON RESPONSIBLE</b>	<b>LOCATION OF OFFICE</b>	<b>PROCESSING TIME</b>	<b>DOCUMENTS REQUIRED</b>
1. Submit a letter of request addressed to the PUP President stating the nature of event, venue, date, time, and specific request of outreach services two weeks before the actual day of event.	Office of the President	2 <sup>nd</sup> Floor, South Wing, Main Campus	2 days	Letter of Request
2. If the Office of the President approves of the request, follow-up if the letter has been forwarded to the UCCA Office.	UCCA Office	Tanghalang PUP, COC Compound	2 minutes	Letter of Request
3. Coordinate with the UCCA Director on the availability of the requested cultural group for outreach activity and its trainer.	UCCA Trainers	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	2 minutes	Letter of Request
4. Finalize with the UCCA Office the details of the outreach activity.	UCCA Office Staff (Mark Gregory P. Isip or Arlene A. Sandel)	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	2 minutes	Letter of Request
5. Secure from the UCCA Office waivers (if necessary) for the student artists who are members of the invited organizations.	UCCA Office Staff (Mark Gregory P. Isip or Clark Patrick A. Ligon)	3 <sup>rd</sup> Floor, Tanghalang PUP, COC Compound	1 minute	Letter of Request
<b>END OF TRANSACTION</b>				