



5. Processing of Online Request for Tutorial of Subject

Process online request for tutorial of subject not offered for the current semester. Retake of subject by less than the minimum (35) number of students shall be endorsed by the Director/ Head of Academic Program to the Office of the Vice President for Campuses for approval as tutorial.

Office or Division:	Campus Academic Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Online petition of subject		https://apps.pup.edu.ph/sis		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for tutorial of subject online	1.1. Review request for tutorial of subject 1.2. Endorse request to the OVPC 1.3. Evaluate the request for tutorial and approve as necessary 1.4. Forward the approved request to the ICTO 1.5. Create section offering of the tutorial subject	None	1 day, 2 hours, and 50 minutes	<i>Director/ Head of Academic Program</i> <i>Assistant to the VP for Campuses</i> Second Floor, South Wing Administrative Building <i>Administrative Staff</i> ICT Office
2. Enroll the petition subject during online registration or on adjustment period	Tag student through SIS Academic Management System	None	10 minutes	<i>Director/ Head of Academic Program</i>
TOTAL		None	1 day and 3 hours	