



4. Processing of Request for Accreditation of Subjects

The ITECH Registrar's office processes and facilitates the applications for accreditation of subjects.

Office or Division:	Institute of Technology – Registrar's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accreditation Form (downloadable)		http://www.pup.edu.ph/downloads/students/		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit form to the Chairperson's Office	1.1 Receive the form	None	5 minutes	<i>Chairperson</i>
	1.2 Evaluate the subject for accreditation			Respective Chairperson's Office
2. Submit filled up form to the Registrar's Office	2.1 Receive the form	None	4 minutes	<i>Receiving Staff</i> Respective Registrar's Office
3. Process documents to the Registrar's Office	3.1 Receive the documents for tagging	None	6 minutes	<i>Itech Registrar</i>
4. Submit official copy of accreditation form to the registrar's office for filing	4.1 Receive the documents for filing	None	5 minutes	<i>Receiving Staff</i> Respective Registrar's Office
TOTAL		None	20 minutes	