



D.4 GRADUATION AND PROMOTION

1. Processing of Request for Application for Graduation Service

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

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Graduating Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished and printed copy of the Application for Graduation thru SIS Account		PUP Website, Student SIS		
2. Proof of payment, if not covered by RA 10931 Covered otherwise known as Universal Access to Quality Tertiary Act of 2017.		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the amount indicated in the payment voucher through any of the following: 1.1 Cash Receipts Section, FMO	1.1 Accept payment and issues official receipt.	Php150.00 (if not covered by RA 10931)	5 minutes	<i>Cash receipts officer</i> Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila
2.1 Submit two copies of accomplished and printed Application for Graduation thru SIS	2.1 Require the client to sign in the logbook 2.2 Accept application for graduation by the receiving window	None	5 minutes	<i>Receiving Staff</i> Respective Registrar’s Office



<p>3 Monitor the SIS account for advisory from the evaluator and approval. If approved, print the Certificate of Candidacy (COC) and the computer generated clearance and proceed to FMO for payment of graduation fees.</p>	<p>3.1 Evaluate all courses as prescribed by the approved curriculum and check completeness of documents in the student envelope 3.2 If complete, inform the client to wait for the encoding of the final grades for the currently enrolled subjects. 3.3 If not anymore currently enrolled, inform the client of the approval thru SIS Account .</p>	<p>P600.00 Grad. Fee P350.00 Non-Eng'g P450.00 Diploma P150.00 Cert. of Grad. P90.00 documentary stamp tax (for not covered with RA 10932</p>	<p>More than 17 working days and 46 minutes depending on the completion of requirements, and posting of grades of graduating students after the semester</p>	<p><i>Receiving Staff Respective Registrar's Office</i></p> <p><i>And Cash Receipts Officer Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</i></p>
<p>TOTAL</p>		<p>P1,640.00</p>	<p>17 working days and 56 minutes</p>	

