



2. Processing of Request for Correction of Entry, Completion of Incomplete Grade, Late Reporting of Grade Service

Correction of entry should be accomplished within a period of one semester upon receipt of grade and the Late Reporting of Grades Form should be accomplished within a period of one year. Incomplete (Inc) is temporarily given to a student who may pass the subject, but not yet complied with all its requirements. Such requirements shall be satisfied within one year from the end of the term; otherwise the grade shall be lapsed “No Credit (N) or a failing mark.

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Currently Enrolled Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
6. Accomplished Completion Form 3 copies		Downloadable to PUP Website		
7. Photocopy of Class Record of the Faculty		Client		
8. Notarized Affidavit for the Change of Grades signed by the Professor		Client		
9. Proof of payment		Cash Receipt Section (FMO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the amount for correction of Grade at the Fund Management Office	5. Accept payment and issue official receipt.	Php30.00	10 minutes	<i>Cash receipts officer</i> Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila
6. Submit accomplished Completion Form and required documents to the Professor for the completion of incomplete subject	2. Accept application and required documents and give grade	None	2 working days	<i>Assigned Professor</i> Colleges, PUP Mabini Campus, Sta. Mesa, Manila
7. Proceed to the Program Chairperson and the Dean for the signature and approval	7.1 Require the client to sign in the logbook 7.2 Affix the signature of the Chairperson and the Dean once validate	None	2 working days	<i>Program Chairperson and the Dean</i> Colleges, PUP Mabini Campus, Sta. Mesa, Manila <i>Academic Staff</i>



	the authenticity of the entry 7.3 Record in the logbook the duly signed completion form and submit one copy to the Office of the University Registrar and a receiving copy for the College.			Colleges, PUP Mabini Campus, Sta. Mesa, Manila
8. Submit the accomplished Completion Form, Class Record and Official Receipt	8.1 Accept the completion form with required documents 8.2 Forward to the ITECH Registrar for approval and tagging.	None	1 working day	<i>Receiving Staff</i> Respective Registrar's Office
TOTAL		Php30.00	5 days and 10 minutes	