



### 3. Processing of Student Enrollment during Adjustment Period

Process by which individual registers to become an official student in the University during the date and time allotted to partake. Office-mediated enrollment is done with the Chairperson during the adjustment period.

#### 2.1 Institute-Mediated Enrollment for Regular Students

<b>Office or Division:</b>	Institute of Technology – Chairperson’s Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)		<a href="https://apps.pup.edu.ph/appointment">https://apps.pup.edu.ph/appointment</a>		
R0 Form Copy of Grades		Registrar’s Office; Chairperson’s Office Client’s SIS Account		
Stable Internet connection				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit filled out R0 Form to the Chairperson’s Office	1.1 Receive R0 for tagging of subjects	None	1 Minute	<i>Receiving Staff</i> Respective Chairperson’s Office
	1.2 Search name of student in the SIS	None	1 Minute	<i>Chairperson</i> Respective Chairperson’s Office
	1.3 Evaluate grades and pre-requisites	None	1 Minute	<i>Chairperson</i> Respective Chairperson’s Office
	1.4 Check subjects to tag/enroll	None	2 Minutes	<i>Chairperson</i> Respective Chairperson’s Office
	1.5 Click Assessment and Save 1.6 Sign/initial R0 processed 1.7 Return processed R0 to the client	None	1 Minute	<i>Chairperson</i> Respective Chairperson’s Office
2. Submit the R0 Form to the Registrar’s Office	Receive the processed R0 Form	None	2 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
<b>TOTAL</b>		<b>None</b>	<b>8 minutes</b>	

#### 2.2 Processing of Request for Re-Admission (Returning Student) Service



<b>Office or Division:</b>	Institute of Technology – Chairperson’s Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen (G2C)			
<b>Who may avail:</b>	Returning Students (Returnee)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished re-admission form		Registrar’s Office		
2. Letter of Intent by the College Dean		From the client		
3. Informative Copy of Grades/Transcript of Records		Registrar’s Office		
4. Curriculum Sheet		Chairperson’s Office		
5. Two (2) pcs. 2” x 2” colored picture with white background with applicants name on the photo		Client		
1. Official Receipt for re-admission		Cashier (FMO)		
2. Medical Clearance		PUP Medical Clinic		
3. Long Brown Envelope		PUP Medical Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Get Request for Adding form/ ACE form from the Registrar’s Office/ and fill out the necessary information	Receive accomplished ACE form	None	2 Minutes	<i>Receiving Staff Respective Registrar’s Office</i>
2. Go to the Chairperson’s Office and present the accomplished form for adding/ change of subject	2.1 Search for and validate student information	None	2 Minutes	<i>Chairperson Respective Chairperson’s Office</i>
	2.2 Evaluate/ Check allowed unit/(s) to enroll	None	8 Minutes	<i>Chairperson Respective Chairperson’s Office</i>
	2.3 Tagging of subjects to tag/enroll requisites	None	2 Minutes	<i>Chairperson Respective Chairperson’s Office</i>
3. Pay the required amount for the additional/ change of subjects.	Receive payment	Php20.00 per subject	23 Minutes	<i>Cash and Collection Officer PUP Main Bldg.</i>
4. Proceed to Dean and Chairperson for academic evaluation and approval for re-admission	4.1 Evaluate the student academic records and signs the re-admission form with recommendati	None	8 Minutes	<i>Receiving Staff Respective Registrar’s Office</i>



	on			
5. Go back to the ITECH Registrar's office and present the requested documents with original copy of official receipt	4.1 Accept re-admission form and required documents and start initial assessment and verification of completeness  4.2 If documents are incomplete, indicate in the clients copy lacking form	None	4 minutes	<i>Receiving Staff</i> Respective Registrar's Office
	for immediate compliance and advise the date of release			
6. Claim the re-admission certificate and attachments on prescribed schedule	6.1 Issue certificate of re-admission and sign in the logbook and evaluate the service rendered	None	4 minutes	<i>Receiving Staff</i> Respective Registrar's Office
7. Proceed to the Chairperson's Office for tagging of subjects.	5.1 Tagging of subject/s	None	2 working days	<i>Chairperson</i> Respective Chairperson's Office
	<b>TOTAL</b>	<b>P 20.00 per subject</b>	<b>2 working days and 53 minutes</b>	