



7. Processing of Request for Credentials Service (Transcript Of Records)

Process request for credentials of students and alumni. Transcript of Records (TOR) is one of the credentials requested. This is an official copy of a student's academic subjects enrolled/taken with corresponding remarks/grade given by course faculty with signature of the University Registrar and counter signed by a student record staff. Clients can request for the following TOR:

- A. First Copy– is requested by new graduates after the graduation ceremony and submission of the required documents. A student who did not graduate may also request for first copy as requirement for readmission or for transfer to another school.
- B. Second and Succeeding Copies – is requested after a new graduate was given his/her first copy and can request second and succeeding copies use for specific purpose.
- C. Copy for Another School – is requested by a client who transferred to another school to pursue higher education provided the Certificate of Transfer Credentia



(Honorable Dismissal) has been requested by the client and must be acknowledged by the Registrar where the client is presently enrolled. If the TOR with remarks “Copy for” is already issued, the client can only request for another TOR for purposes of Board Examination, employment and promotion provided a “Certificate of No Objection” will be issued by the school where the TOR Copy for” was issued.

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Conferment of Degree (Dummy)		Awarded by College Dean during graduation ceremony		
2. Certificate of Candidacy (COC)		To be printed form SIS		
3. Official Receipts for all fees related to graduation		From the student		
4. 2pcs. 2x2 pictures in Toga with hood and cap		Resource Generations Office (RGO)		
5. General Clearance (downloadable)		http://www.pup.edu.ph/downloads/students/		
6. 3 pcs Documentary stamps		Provided by the student		
7. PUP Identification card (to be surrendered)		From the student		
8. Photocopy of any two (2) valid ID’s		From the student		
9. When claiming documents: <ul style="list-style-type: none"> • Authorization letter and ID, if claimant is immediate family • Special Power of Attorney (SPA) notarized in country/place of residence of the requesting party; one (1) pc. 2x2 photo of representative with 1 photocopy of valid ID and original copy for verification, if the claimant is other than the immediate family. 		To be submitted by the representative of the client		
FIRST COPY FOR NEW GRADUATE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the logbook	1.1 Ask student to sign the logbook	None	2 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
2. Submit fully accomplished General Clearance and the complete required documents for graduation.	2.1 Check for the completeness of documents 2.2 Receive the documents	None	2 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
3. Conduct follow up and claim the requested TOR on the scheduled date indicated in the claim stub.	3.1 Encode and prepare the requested documents	None	4 days and 37 minutes	<i>Receiving Staff</i> Respective Registrar’s Office



4. Present clients claim stub together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member.	4.1 verify the documents presented 4.2 issue the requested TOR	None	12 minutes	<i>Releasing Officer</i> Respective Registrar's Office
5. Acknowledge receipt of the requested TOR.	5.1 Give logbook and sign and evaluate the service rendered.	None	7 minutes	<i>Releasing Officer</i> Respective Registrar's Office
TOTAL		None	5 days	
SECOND AND SUCCEEDING COPIES AND COPY FOR ANOTHER SCHOOL				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the logbook	1.1 Ask student to sign the logbook	None	2 minutes	<i>Receiving Staff</i> Respective Registrar's Office
2. Submit fully accomplished General Clearance and the complete requirements	2.1 Check for the completeness of documents 2.2 Receive the documents	None	2 minutes	<i>Receiving Staff</i> Respective Registrar's Office
3. Proceed to the ITECH Accounting Office for assessment and get order of payment	3.1 Check the requested documents 3.2 Issue order of payment	None	12 minutes	<i>Receiving Staff</i> Respective ITECH Accounting Office
4. Pay the required fees at the Cashier	4.1 Accept payment from the student based on the order of payment 4.2 Issue Official receipt to the student	TOR – Php200.00 / per page	4 minutes	<i>Cash and Collection Officer</i> Fund Management Office Ground Floor, South Wing, PUP Main Bldg.



5. Conduct follow up and claim the requested TOR on the scheduled date indicated in the claim stub.	3.1 Encode and prepare the requested documents	None	4 working days and 24 minutes	<i>Receiving Staff</i> Respective Registrar's Office
6. Present clients claim stub together with authorization letter and ID, if claimant is immediate family member or Special Power of Attorney (SPA), if claimant is other than immediate family member.	6.1 verify the documents presented 6.2 issue the requested TOR	None	8 minutes	<i>Releasing Officer</i> Respective Registrar's Office
7 Acknowledge receipt of the requested TOR.	7.1 Give logbook and sign and evaluate the service rendered.	None	8 minutes	<i>Releasing Officer</i> Respective Registrar's Office
TOTAL		None	5 days	