



8. Processing of Request for Informative Copy of Grades Service

Processes certified true copy of complete academic records or informative copy of credits and grades previously taken, duly signed by the Registrar.

Office or Division:	Office of the University Registrar (OUR) – Student Records Services (SRS)			
Classification:	Simple			
Type of Transaction:	Government to Citizen (G2C)			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Gate Pass through the PUP Visitor Appointment and Scheduling System (VASS)		https://apps.pup.edu.ph/appointment		
2. Letter of request stating the purpose of the request		Client		
3. Proof of payment		Cash Receipts Section, FMO		
4. PUP School Identification Card		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request letter with required documents addressed to the Director of ICTO thru the Registrar stating the reason for request of Informative Copy of Grades	1.1 Require the client to sign in the logbook 1.2 Receive and sign the letter for endorsement to the ICTO	None	10 minutes	<i>Receiving Staff Respective Registrar's Office</i>
2. Pay the amount to the Fund Management Office	2. Accept payment and issue official receipts	Php200.00 ICG Php30.00 documentary stamp	20 minutes	<i>Cash Receipts Officer Fund Management Office, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila</i>
3. Submit request letter with required documents and proof of payments at the ICTO for printing	3.1 Accept and process the requested Informative Copy of Grades 3.2 Forward the printed Informative Copy of Grades to the Office of the ITECH Registrar for CTC	None	2 days 1 hour and 10 minutes	<i>S/S Administrator, Information and Communication Technology Office, 2nd floor, NALLRC Bldg., PUP Mabini Campus, Sta. Mesa, Manila</i>



4. Acknowledge receipt of requested credential.	4.1 Affix signature and dry seal and issue the Informative copy of grades 4.2 Require the client to sign in the logbook and give Feedback Form to evaluate the service rendered.	None	20 minutes	<i>Administrative Officer</i> Office of the University Registrar, Ground Floor, South Wing, PUP Mabini Campus, Sta. Mesa, Manila
TOTAL		Php200.00 ICG Php30.00 document ary stamp	2 days and 2 hours	