



6. Processing of Request for Credentials Service (Diploma)

A diploma is one of the credentials being requested and it is a legal document that certifies the completion by a student of a degree program as certified and signed by the University Registrar and the University President.

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)		From the student		
2. Certificate of Candidacy (COC)		From the student		
3. Official Receipts for all fees related to graduation		From the student		
4. 2pcs. 2x2 pictures in Toga with cap		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. For representative: 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		To be submitted by the representative of the client		
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 the signed General Clearance and the complete requirements for graduation	2.1 Receive the documents 2.2 Check the completeness of documents	None	4 minutes	<i>Receiving Staff</i> Respective Registrar’s Office
3. After 19 days, Conduct follow up and claim the requested Diploma on the scheduled date indicated in the claim stub	3.1 Encode and prepare the requested documents	None	10 days 3 hours and 17 minutes	<i>Receiving Staff</i> Respective Registrar’s Office



8. 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 document	None	8 minutes	<i>Releasing Officer</i> Respective Registrar's Office
9. Acknowledge receipt of the requested TOR.	12 Give logbook and sign and evaluate the service rendered.	None	8 minutes	<i>Releasing Officer</i> Respective Registrar's Office
TOTAL		None	10 days 3 hours and 39 minutes	