



4. Processing of Request for Certificate of Transfer Credential/Honorable Dismissal

Processes the request for Certificate of Transfer Credential / Honorable Dismissal a document certifying that a student has no pending accountabilities thereby he/she is honorably dismissed from the University.

Office or Division:	Institute of Technology – Registrar’s Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. General Clearance (downloadable)		http://www.pup.edu.ph/downloads/students/		
2. Documentary stamp		Provided by the student		
3. PUP Identification card (to be surrendered)		From the student		
4. Photocopy of any two (2) valid ID’s		From the student		
5. 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 required documents	2.1 Receive the documents 2.2 Check for the completeness	None	4 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	7 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	Php200.00 Transfer credential Php30.00 doc stamp	4 minutes	<i>Cashier in-charge</i> Fund Management Office Ground Floor, South Wing, PUP Main Bldg.
5. Proceed to the ITECH Registrar's office and present the requested documents with original copy of official receipt	5.1 Accept requested documents with original copy of official receipt 5.2 Check the completeness of documents 5.3 Indicate in the claim stub the date of release of requested documents 5.4 Notify client when requested document/s is/are ready for release	None	7 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	a. verify the documents presented b. issue the requested document	None	7 minutes	<i>Releasing Officer</i> Respective Registrar's Office
claimant is other than immediate family member.				
7. Acknowledge receipt of the requested certification	a. Give logbook and sign and evaluate the service rendered.	None	7 minutes	<i>Releasing Officer</i> Respective Registrar's Office



TOTAL	Php200.00 transfer credential Php30.00 doc stamp	38 minutes (schedule may vary depending on the number of request and specially during peak periods)	
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