



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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How to Access the Online QAR Module

1. Go to:
<https://hrms.pup.edu.ph/pmris>
2. Type your Username (e.g. `jsdelacruz@pup.edu.ph`)
3. Type your Password (The same password in your HRIS/Online PDS Account)
4. Click the **Log In** button



5. Click **QAR** Menu
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REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 012, Series of 2014

TO : ALL VICE PRESIDENTS, DEANS, DIRECTORS & CHIEFS OFFICES
SUBJECT: IMPLEMENTATION OF THE COMMUNICATION TRACKING SYSTEM (CTS)
DATE : March 13, 2014

The University shall implement the Communication Tracking System (CTS) to facilitate the processing and monitoring of official communications that pass through different offices. Through this network-based system, the requesting party will be able to easily monitor the status of his communication sent to officials of the University. Although the system is intended to cover all types of communication, starting its initial implementation on April 1, 2014, all offices are required to register in the CTS all communication that will necessitate the issuance of a special order such as:

1. Request for renewal of appointment of part-time/casual employees;
2. Request for renewal of authority to render night service of permanent/casual employees;
3. Request for renewal of authority to render Saturday service;
4. Request for attendance on official time in local/national/international seminars, conferences, conventions, symposia and the like;
5. Request for issuance/renewal of cash advance;
6. Request for travel authority;
7. Request for funding support to a University-approved project;
8. Request for salary adjustments;
9. Notice of salary adjustment;
10. Request for reimbursement;
11. Request for provision/renewal of services of student assistants;
12. Request for issuance of bond;
13. Recommendation for hiring of new faculty member/administrative employee;
14. Recommendation for change of status of a faculty member;
15. Recommendation for transfer/reassignment of an employee;
16. Recommendation for designation of a faculty member/administrative employee to a special academic/administrative function; and
17. Recommendation for renewal of designation of a faculty member/administrative employee.

Moreover, all documents being processed by different offices (i.e. requesting offices, Office of the President, Office of the Vice Presidents, BAC, Budget Office, Procurement Office, Accounting Department, Asset Management Office, Internal Audit Office, and Fund Management Office) in relation to procurement of supplies, equipment, services and infrastructure projects up to payment by PUP to providers of these goods, services and infrastructure projects shall be covered by the CTS.

In relation to this project, the Information and Communication Technology Office (ICTO) is expected to issue specific guidelines for the use of the system and to notify all concerned offices regarding the conduct of training for the authorized users.

For your compliance.

(sgd.) EMANUEL C. DE GUZMAN, PhD
President