



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

STUDENT RECORDS SERVICES

About the Service:

The Student Records Services (SRS) facilitates student registration; processing, storage, retrieval, and management of student records. It also answers inquiries for verification and processes requests for certification (enrollment and graduation), transcript of records, application for graduation, diploma, issues transfer credential (honorable dismissal) and other documents requested by students and other clients.

Telephone Numbers: Trunk line: 335-1787 or 335-1777 loc. 389 / 293 / 740 / 285
/ 237 / 238 / 208 / 343 / 256

A. REQUEST OF CREDENTIALS/DOCUMENTS USING THE ON-LINE DOCUMENT REQUEST SYSTEM (ODRS) SUCH AS:

1. Transcript of Records (TOR)
2. Diploma
3. Certification
4. Transfer Credential (or Honorable Dismissal)
5. Certification, Verification, Authentication (CAV) for DFA, CHED or PIC

REQUESTS FOR THE FOLLOWING DOCUMENTS THAT ARE NOT INCLUDED IN THE ODRS:

1. Application for Accreditation of Subjects for Transferees and Shiftees
 - 1.1. Transferees
 - 1.2. Shiftees
2. Application for Graduation
 - 2.1. S.I.S. Application
 - 2.2. Non-S.I.S. Application
3. Verification of Students of Company/Agency

OTHER SERVICES WHICH CAN BE REQUESTED THROUGH ODRS OR MANUAL/WALK-IN MODE:

1. Application for Correction of Name, Date and Place of Birth in conformity with the PSA (NSO) Birth Certificate or School Record - Using ODRS
 - 1.1. Correction of Name in the PSA (NSO) Birth Certificate in Conformity with the Name in the School Records
 - 1.2. Correction of Name in the School Records in Conformity with the Name in the PSA (NSO) Birth Certificate
2. Application for Completion and Correction of Grades - Non-ODRS
3. Application for Leave of Absence (LOA) - Non-ODRS
4. Application for Cross Enrollment - Non - ODRS
 - 4.1. Cross Enrollment from PUP to Another University
 - 4.2. Cross Enrollment from PUP Branches/Campuses to PUP Main



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B. REQUEST OF CREDENTIALS THROUGH THE ON-LINE DOCUMENT REQUEST SYSTEM (ODRS)

The ODRS Clearance Module is a system which validates whether a student requesting for credentials is cleared of money, property and other responsibilities in the three (3) clearance offices - the Student Services of the Accounting Department, Internal Audit Office and Legal Office.

The Clearance Module is an automated the checking and tagging of the General Clearance required in requesting credentials/documents at the Office of the University Registrar. It has a basic function of auto-tagging the General Clearance as "cleared" if the requesting students or alumni are not in the Delinquency Database (or are not black listed students/alumni) of the Clearance Office.

HOW TO REQUEST USING THE ODRS:

1. TRANSCRIPT OF RECORDS (TOR)

- 1.1 A student/client can apply for Transcript of Records (TOR) to be submitted together with the proof of payment at the Office of the University Registrar. If the student is currently enrolled, proof of payment is not required.
- 1.2 A student/client can apply for TOR with remarks "Copy For" if he/she has transferred to another school or after graduation, he/she has enrolled in the Post-Baccalaureate or Master's Programs provided the Transfer Credential (Honorable Dismissal) has been requested and issued. This Transfer Credential (Honorable Dismissal) must be acknowledged/signed by the Registrar of the School where he/she transferred to be submitted together with the proof of payment at the Office of the University Registrar.
- 1.3 If the TOR with remarks "Copy for" is already issued, he/she can no longer request for another TOR. In highly exceptional cases, request for another TOR for board examination, employment and promotion purposes maybe granted provided the school where the said "TOR Copy for" was submitted will issue a "Certificate of No-Objection".

Documentary Requirements for New Graduates of Baccalaureate and Post Baccalaureate Programs

1. General Clearance.
2. Proof of payments (not required for Baccalaureate Programs, RA 10931)
3. Certificate of Candidacy
4. Certificate of Conferment of Degree
5. 2 pcs. 2 x 2 picture in Academic Gown (Toga) issued by the Resource Generations Office (RGO)
6. Documentary stamp

Documentary Requirements for the Request of Second Copy of Credentials

1. Printed ODRS voucher.
7. Proof of payment (not required for Baccalaureate Programs)



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2. 2 pcs 2 x 2 colored picture, white background, formal pose and in business attire
3. Acknowledged Transfer Credential (Honorable Dismissal) for TOR with remarks "Copy For" (for Transferees)
4. Documentary Stamp

2. DIPLOMA

- 2.1 A diploma is issued to a student who graduated and has submitted a duly accomplished General Clearance together with the claim stub for diploma to the Window 1 of the Student Records Services - Office of the University Registrar (SRS-OUR).
- 2.2 In case of lost Diploma, a graduate student can apply for replacement/another copy provided he/she will submit the documentary requirements stated below. The new diploma will be signed by the current University President and University Registrar. The word "Replacement" will appear at the lower left corner of diploma.
- 2.3 If there is/are discrepancy/ies printed in the Diploma of a graduated student, a request for correction is granted provided documentary requirements will be submitted.

Documentary Requirements:

1. DORS voucher
 2. Proof of payment (not required for new graduates)
 3. Documentary Stamp
 4. 2 pcs. Of latest 2 x 2 colored picture with white background
 5. Notarized Affidavit of Loss (for lost Diploma)
- For correction of Diploma in addition to requirements 1-4
6. Request letter for correction
 7. Original copy of the Diploma (for correction of Diploma)
 8. Annotated PSA (NSO) Birth Certificate
 9. Affidavit of two disinterested persons.

3. CERTIFICATION

A student/client can apply for Certification of Attendance, Graduation, Medium of Instruction, General Weighted Average (GWA), Grades, Non-issuance of Special Order, Certified Copy of Credentials and Subject Description through DORS and upon submission of proof of payment to the Window 1 of the SRS-OUR.

Documentary Requirements:

1. DORS voucher
2. Proof of payment (not required if the student is currently enrolled)
3. Documentary Stamp



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4. TRANSFER CREDENTIAL (HONORABLE DISMISSAL)

A Transfer Credential (Honorable Dismissal) shall be issued to a student who voluntarily withdraws from the University for the purpose of transferring to another school. The requesting student shall have to be cleared of all accountabilities before a certificate is issued to him. A student who leaves the University for reasons of expulsion, disciplinary action or suspension shall not be entitled to an honorable dismissal. A student who has been issued an honorable dismissal shall not be re-admitted to the university.

Documentary Requirements:

1. OORS voucher
2. Proof of payment
3. Documentary Stamp

5. CERTIFICATION, VERIFICATION, AUTHENTICATION (CAV) FOR DFA, CHED OR PRC

A graduate student/client can apply for the Certification, Verification, Authentication (CAV) For DFA, CHED OR PRC through OORS to be submitted together with the proof of payment to the Window 1 of the SRS-OOR.

Documentary Requirements:

1. OORS voucher
2. Proof of payment
3. Photocopy of TDR and Diploma
4. Documentary Stamp

FEES:

1. Transcript of records	
1.1 Graduate	
• Non-Engineering	P 350.00
• Engineering	450.00
With additional	100.00 per extra page
1.2 Non-graduate	100.00 per page
2. Diploma	200.00
3. Certification	150.00
4. Transfer Credential/Honorable dismissal	150.00
5. Subject Description	150.00
6. CAV/DFA/CHED (package)	920.00

N. B. All requested credentials may be released to the following assigned representatives of the student/client:

- **PARENTS/SIBLINGS/SPOUSE/CHILDREN** – with formal authorization letter duly signed by the student with two (2) valid ID's with picture of both the student/client and the representative and photo copy of the representative's PSA (NSO) Birth Certificate and PSA (NSO) marriage contract for the spouse.
- **REPRESENTATIVE OTHER THAN THE IMMEDIATE FAMILY** – with Special Power of Attorney from the student concerned, duly notarized in the country/place of residence.

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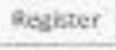
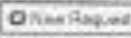


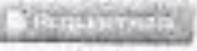


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COMPUTER ENGINEERING DEPARTMENT**

and two (2) valid ID's with picture of both the representative and student



HOW TO AVAIL OF THE SERVICES

REQUEST FOR CREDENTIALS USING THE "ONLINE DOCUMENT REQUEST SYSTEM" (ODRS)

STEPS TO FOLLOW	CLIENTS	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME (expect long queue during peak period)	DOCUMENTS REQUIRED
<p>1. MAKE AN ON LINE REQUEST</p> <p>1.1 Go to http://odrs.pup.edu.ph</p> <p>1.2 Click/Tap  and type email and password or </p> <p>1.3 Click/Tap </p> <p>1.4 Choose the type of document to be requested from the list of documents that will be shown</p> <p>1.5 Check <input checked="" type="checkbox"/> the box/es before the document/s requested.</p> <p>1.6 Click/Tap  and the you will be redirected to  page will appear where the submitted requests are visible.</p> <p>1.7 Note: if the  button appeared under the "Action" column, you must</p>	STUDENTS ALUMNI	PUP Website	Any computer shop or applicant's own computer		Scanned 1 copy of 3" X 2" ID photo white background, formal pose in business attire which you will upload in ODRS
		Heads of different offices:	NALLRC, 3rd Floor		



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STEPS TO FOLLOW	CLIENTS	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME (expect long queue during peak period)	DOCUMENTS REQUIRED
submit the requirement/s 1.7 If the voucher is not mark cleared, accomplish the General Clearance Form and secure the signature of heads of the offices		NALLRC Library / Book Bank Laboratory Internal Audit Legal Office	For Engineering & Architecture students only 3 rd Flr., South wing Rm 303 3 rd Flr. South wing, Rm. 302	30 minutes	Client's Copy of ODRS Form
2. PAYMENT OF FEES (not required if the requesting student is currently enrolled. RA10931) 2.1 Select from the three (3) options below and follow the instructions: 2.1.1 PUP Cashier Payment: Click/tap  and print it and pay at the PUP Cashier, then go to the Student Records Section for payment verification 2.1.2 PUP Online Payment: Click/ Tap  button to pay using LANDBANK Debit Card. 2.1.3 LANDBANK	Students, Alumni	FMO (Cashiers Office)	(Main Bldg., Ground Floor, South Wing)		ODRS printed voucher



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STEPS TO FOLLOW	CLIENTS	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME (expect long queue during peak period)	DOCUMENTS REQUIRED
Branch Payment (not yet available) Click/Tap  print it and pay at any LANDBANK Branch					
2.2. Submit ODRS client's copy and registrar's copy downloaded from the system if payment of fees is made through PUP Cashiers Office. N.B. If payment is made through ATM Debit Card, submission of application is no longer required except if the request is CTC, TOR Copy for or 2 nd copy of diploma.		SRS Receiving Section • Ms. Jonalyn Mabborang • Ms. Tonilyn e Del Rosario	Window 1, Ground Floor, South Wing	5-10 minutes	• Present latest 2"x2" ID Photos in formal pose with white background uploaded in the account • Official receipt of payment
2.3. Check email or odrs.pup.edu.ph account to update your request		Pup Website	computer shop/ mobile phone/ laptop		Reference number
2.4. Claim the requested document/s on or before the scheduled date indicated in the claim stub.		SRS Releasing Section • Ms. Mercedes Salvador • Ms.	PUP Main Building: Window 13, Ground Floor, South Wing	10-20 minutes	• Claim stub • PARENTS/SIBUNG S/ SPOUSE/CHILDREN with authorization letter duly signed by the student



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STEPS TO FOLLOW	CLIENTS	OFFICE / PERSON RESPONSIBLE	LOCATION OF OFFICE	PROCESSING TIME (expect long queue during peak period)	DOCUMENTS REQUIRED
Or you will receive notification if the requested document is already available for release.		Maria Fatim a Rusale			with two (2) valid ID's with picture of both the student/ client & the representative and photo copy of the representative's PSA (NSO) Birth Certificate & PSA (NSO) marriage contract for the spouse. /child). REPRESENTATIVE OTHER THAN THE IMMEDIATE FAMILY – with Special Power of Attorney from the student concerned, duly notarized in the country/place of residence and two (2) valid ID's with picture of both the students and representative.
END OF TRANSACTION					
Note: To know the status of your request, please visit the PUP Website / PUP ODRS or you can call the Student Records Services at the following telephone numbers: Trunk Lines - (632) 335-1787/77 local 285 or Direct Line - (632) 335-1781					

B. REQUEST OF DOCUMENTS/CREDENTIALS NOT USING THE ONLINE DOCUMENT REQUEST SYSTEM (NON - ODRS)

The following requests can only be filed personally and processed manually due to certain procedures and requirements which cannot be automated or made through the ODRS.



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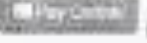

PUP Online Document Request System (ODRS)

Make an Online Request

1. Go to <https://odrs.pup.edu.ph>
2. Click  and type your email and password or 
3. Click 
4. Choose the type of document to be requested and the list of documents available for request will be shown.
5. Check All, the boxes before the document/s that you will request.
6. Click . You will be redirected to the  page where submitted requests are visible.
7. Note: If the  button appeared under the "Action" column, you must submit the requirement/s.

Pay Fees

You have three options on how to pay:

- PUP Online Payment: Click  button to pay using LANDBANK Debit Card.
- PUP Cashier (Main Bldg., Ground Floor, South Wing): Click , print your Payment Voucher and pay at the PUP Cashier, then go to the Student Records Section for payment verification

Accomplish the General Clearance

See the  for instructions.

Monitor your Request

Check your email OR your odrs.pup.edu.ph account to monitor updates pertaining to your request.



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Sample of Request



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
MEDICAL SERVICES DEPARTMENT

January 19, 2018

Ms. Grace Udaundo
Director, Record's Office
Central Records Office

*General
g/s. Plug this
request.*

PLUP - Central Records Section	
Received by: <i>[Signature]</i>	<i>7</i>
<i>01-19-18</i>	<i>11:10</i>
Director	Director

Dear Ma'am Grace:

May I request for the data of the following nurses assigned at the branches.

RN Names	School Graduated	Year Graduated	Master/Doctoral
Gloria Perez			
Margie Moadado			
Eden Tacad			
Raymund Santos			
Ana Marie Bulipas Kelly			
Nyliah Mabesa dela Cruz			
Salvacion Ragsano- dela Torre			

*OK NA PO
[Signature]
19-18
2:00 P.M.*

Very truly yours,

[Signature]
Marie Lora Ventura
Chief, Nurse Services

*Received:
[Signature]
01/19/18*

General Hall, East Wing PUP A, Malibol Campus Anonas Street, Sta. Mesa, Manila
Track Unit 7167822 to 45 (Local); 885 (Medical Director's Office), 312 (DINA); website: www.pup.edu.ph

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Branches and Campuses
TAGUIG BRANCH

PUP - Central Records Section	
Received by: <u>Roberto S. Paillo</u>	
<u>02-08-17</u>	<u>8:15</u>
File #	Time

February 8, 2017

Ms. Grace Udaundo
Chief
Records Management Office

Dear Ms. Udaundo:

Warmest greetings from PUP-Taguig!

We would like to request for a copy of the appointment of the following faculty members at PUP Taguig for submission of documents for CHED compliance.

1. Agang, Bobby
2. Cabrera, Jomer
3. Dime, Francisco
4. Pelayo, Sharon Joy
5. Ricafort, Reagan
6. Saturnina, Gomez
7. Tolentino, Aaron

Thank you very much and God bless!

Very truly yours,

Yolanda F. Rabe
Dr. YOLANDA F. RABE
Head of Academic Programs

Noted by:

Marissa B. Ferrer
MARISSA B. FERRER, DEM, RP
Director

*Bernard,
Please attend to
this request pls.
2/8/17*

*OK NA PO
2-8-17*

*Rec'd.
3-7-17*



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
COLLEGE OF EDUCATION
Sta. Mesa, Manila

Bernard
pls attend to this request thank
10/13/16

October 13, 2016

GRACE UDAUNDO, MPA
Chief, Central Records

Dear Ms. Udaundo:

Greetings!

May I again request from your good office for photo copies of the Transcript of Records, Appointments, Special Order and Curriculum Vitae of the following faculty members of the Master of Science in Mathematics Education (MSME) for the COPC purposes:

1. Prof. Leodegario SM Bautista
2. Prof. Lualisti A. Dela Cruz
3. Prof. Ramus M. Laglagaron
4. Dr. Pastor Mariaborbor
5. Dr. Carolina Panganiban
6. Dr. Ariston Alex Torres III
7. Prof. Angelita O. Vibar

Thank you in anticipation of your consideration and understanding. God bless.

Very truly yours,

DR. FLORDELIZA E. ALVENDIA
Associate Dean

PTAP - Central Records Section	
Received by	
10-13-16	5:25 pm
Date	Time

OK NAPO
BAS
10-13-16

Received by:
[Signature]
10/13/16

2nd Floor, North Wing PUP, 8, Malibon Campus, Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 332288
(Toll Free) 1-2020-2222-2222; website: www.pup.edu.ph; e-mail: info@pup.edu.ph

"THE COUNTRY'S UNIVERSITY"



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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
Central Records Section
REQUEST FORM

Name : CORTIÑAS, JACOB LUIS
Signature : _____

Date: 3-4-18
Control#: _____

Campus / Branches / College / Department
[] Administrative [] Faculty [] Student Assistant

<input checked="" type="checkbox"/>	Supporting Documents / Attachments
<input type="checkbox"/>	Appointment / Indorsement
<input type="checkbox"/>	NPAS / PES / SALN / NDSA / IPCR
<input type="checkbox"/>	DDR / PQS / Curriculum / Vize / TOR
<input type="checkbox"/>	Travel Authority
<input type="checkbox"/>	Re-Assignment / Resignation Letter
<input type="checkbox"/>	Memorandum / Office Memo / Convocation #
<input type="checkbox"/>	Leave Credits / Clearance / Leave Form
<input type="checkbox"/>	Expiration of Designation
<input type="checkbox"/>	Authority to Teach / Permit to Teach
<input type="checkbox"/>	Birth Certificate / Marriage Contract / NID
<input checked="" type="checkbox"/>	Xerox / Copy / etc. <u>1-1</u>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Special Order #	Series
S.O. <u>1749</u>	<u>12-01K</u>
S.O.	/
S.O.	/
S.O.	/
S.O.	/
S.O.	collecting & Disbursing Officer

Teaching Assignments	
<input type="checkbox"/>	Summer
<input type="checkbox"/>	First Semester
<input type="checkbox"/>	Second Semester

Borrowed by: _____
Returned by: _____
Assisted by: Bernardo D. Mallari
Name: _____ Signature & Date: _____

Owner Monthly
1 N. MALLARI
2 _____
3 _____
4 _____



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CRO's CONTROL CARD

Name: JERRAYO, LESTALICO Position: _____

Document's	Date Borrowed	Borrowed by	Date Returned	Received by
<u>201</u>	<u>11/11/18</u>	<u>[Signature]</u>	<u>1-11-18</u>	<u>[Signature]</u>



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CRO's CONTROL CARD

Name: Garry Lino Festin Position: DEAN OF LAW

Document/s	Date Borrowed	Borrowed by	Date Returned	Received by
701	11-2-13	MICHAEL	Ret OK	11-2-13



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CRO'S CONTROL CARD

Name: Anno Ruby Gaparin Position: _____

Document/s	Date Borrowed	Borrowed by	Date Returned	Received by
201 file	7-8-16	Orina [Signature]	20+ 7-8-16	[Signature]