



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 007, Series of 2017

TO : ALL CONCERNED

SUBJECT: GUIDELINES IN PROVIDING UNIVERSITY FUNDING SUPPORT TO STUDENT PARTICIPATION IN LOCAL AND INTERNATIONAL CONFERENCES, SEMINARS, STUDY PROGRAMS, TRAINING-WORKSHOPS AND OTHER ACADEMIC-RELATED DEVELOPMENT ACTIVITIES

DATE : February 1, 2017

1. Rationale and Objectives

This set of guidelines is established to promote local and international engagements and presence of PUP students as part of their holistic development through actual exposure to diverse learning and work environment, cultures, and knowledge creation events.

The emphasis on providing support especially to international activities is based on the following:

CMO No. 21, Series of 2016 of the Commission on Higher Education (CHED) provides that -

The Commission on Higher Education (CHED) recognizes that international exposure and worldwide access to education create opportunities for our students to be globally competitive and have the ability to cope with the rapid demands of the changing world. With the continuing increase in students' participation in cross border education, international conferences and/or seminars have become instruments in our students' learning process...

...International conferences and/or seminars allow students to socialize with students from institutions in other countries and provide them with the opportunity to exchange ideas, share resources, participate in debates, develop friendships, and increase their awareness of new trends happening in their areas of interest.

Furthermore, the Department of Budget Management and CHED Joint Circular No. 1, series FY 2016 on Levelling Instrument for State Universities and Colleges and Guidelines for the Implementation Thereof includes under KRA 1 (Quality and Relevance of Instruction) indicators the student involvement in inter-country mobility programs through internships and related training programs in recognized institutions abroad. Likewise, the instrument's KRA 2 (Research Capability and Output) includes research paper presentations in international fora and conferences among its indicators.

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In line with the recognition of the important role of out-of-classroom local and international learning and research avenues to our students, the University's fund allotment for student development includes providing financial support to student participation in both local international conferences, seminars, study programs, training-workshops, paper presentations and other academic-related activities.

Specifically, this set of guidelines intends to:

- 1.1 Define the entitlement to funding support of students and their advisers, coaches, coordinators, if any, in local and international student engagements and development activities;
- 1.2 Set parameters that will be used as basis in the request for and approval of funding support; and
- 1.3 Provide a set of rules and procedures to be followed in complying with the accounting and auditing rules and regulations before, during and after the conduct of the approved participation in the event.

Scope and Coverage

The guidelines shall cover the utilization of Student Development Fund (SDF) intended for student participation in local and international exchanges, conferences, seminars, study programs, training-workshops, paper presentations, and other academic-related engagements. Students and their qualified advisers, coaches, and/or coordinators, if any, who have obtained endorsement and/or official approval for their participation as official delegates, participants, contenders, and paper presenters may avail of the SDF.

Definition of Terms

- 3.1. **Conferences, Seminars, Training-Workshops, local or international**, are formal, structured learning events or fora aimed at enriching knowledge, skills, attitudes and values of students. A local learning event/fora referred to in this guidelines is one with participants from different schools and held outside PUP campus but within the Philippines. An international event/fora is one with participants from more than two countries and may be held within or outside the country.
- 3.2. **Other Academic-related Activity** refers to any competition and/or award-giving event that promotes discovery, innovation and creativity in line with student's program or specialization.
- 3.3. **Daily Subsistence Allowance** refers to the participant's food and accommodation expenses during the event.
- 3.4. **Transportation Allowance** refers to the expenses incurred from the participant's origin to the venue of the event and back via an aircraft, boat/ship, bus, taxi, tricycle or jeepney.

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4. General Provisions

- 4.1. The University shall allocate funds for student development which includes student participation in both local and international conferences, seminars, training-workshops, paper presentations, study programs, student exchanges and other activities which are relevant to the specialization of the student but not a requirement to earn units in any subject in the curriculum like practicum, internship, OJT and similar requirements.
- 4.2. The event which may be considered for University funding support should be sponsored or organized by reputable or established educational, research, or development organization and expected to have constructive impact not just on the participant but also on the University and the academic unit where the participating student/s belong.
- 4.3. Priority shall be given to events that have University-wide representation, are part of an active and long-term agreement of the University with the sponsoring organization/s, or those officially initiated by the College as part of its development targets.
- 4.4. Research paper for presentation in a regional, national or international forum should pass the evaluation and have the endorsement of the Research and Extension Management Office.
- 4.5. The participation in the activity should be recommended by the College Dean, Campus or Branch Director, endorsed by the concerned sector's vice president/s and should have the final approval of the University President.
- 4.6. The University may fund up to two (2) accompanying coaches/coordinators/mentors for a given event/activity as deemed necessary. Requests to allow more than two accompanying coaches/coordinators/mentors shall be evaluated for funding on a case to case basis and subject to availability of funds.
- 4.7. All the herein-cited provisions for funding support shall be subject to availability of funds and to government accounting and auditing rules and regulations. Any amount in excess of the prescribed ceilings shall be borne by the participant/s or by other external sources willing to provide sponsorships.
- 4.8. The university funding shall be based on EO. Nos. 248 and 248-A, s. 1995 as amended by EO 298, s.2004 and COA Circular 2013-003 inclusive of participant/s' registration or joining fees.

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5. Funding Support for participation in Local Student Development Activities

- 5.1. For individual participation, the funding support shall not exceed Php15,000.00 per participant per event.
- 5.2. For group or team participation (including the coach or adviser as approved), the funding support shall not exceed Php70,000.00 for the entire delegation.
- 5.3. Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

6. Funding Support for Participation in International Student Development Activities

- 6.1 For individual participation in international student development activities as defined in this set of guidelines, the university funding shall not exceed Php30,000.00 per participant.
- 6.2 For group or team participation (including the coach or adviser as approved), the amount shall be based on actual expenses but shall not exceed Php100,000.00 for the entire delegation.
- 6.3 Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

7. Procedures for Availment of Funding Support

The head of office/department shall prepare request for the participation in the international event addressed to the University President thru the Executive Vice President and Vice President for Finance and endorsed by the concerned sector's vice president/s.

7.1 The request for funding assistance should have the following details:

- 7.1.1 Title of activity;
- 7.1.2 Venue and accommodation details;
- 7.1.3 Duration;
- 7.1.4 Description/rationale of the event
- 7.1.5 Objectives of PUP/College/Branch/Campus participation or involvement in the event
- 7.1.6 Participating organizations/countries represented by the target delegates in the event
- 7.1.7 Assistance provided by the sponsoring agency and other donors, if any.
- 7.1.8 In case of funding request for paper presentation, the OVPREPD-REMO endorsement of the paper, and
- 7.1.9 Expense Items and Amount Requested from the University

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- 7.2 The request, including documentary requirements as listed in item 9 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 7.3 Upon recommendation of the College Dean or Campus/Branch Director and the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation and the Vice President for Student Affairs and Services for endorsement;
- 7.4 The Vice President for Finance and the Vice President for Student Affairs and Services shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 7.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 7.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

8. Documentary Requirements

- 8.1 Request Letter with recommendation of the College Dean or Campus/Branch Director and proper endorsements of concerned authorities
- 8.2 Letter of Acceptance or Approval of Participation in the Activity from the Sponsoring Organization/Agency
- 8.3 Program of Activities, Brochures (if any) and Itinerary;
- 8.4 Compliance with the requirements for off-campus activities
- 8.5 Photocopy of the paper to be presented (if applicable)
- 8.6 Budgetary estimates to cover the registration, transportation and daily subsistence allowance

9. Post-Activity Requirements

The participant/delegation, upon return from the activity, should:

- a. Submit a post activity report to the Internal Audit Office for evaluation and to the OVPSAS-Student Services Office for documentation and reference. Non-submission of the post activity report shall be a ground for disapproval of or non-action on current/future request for student development assistance or activity of the College Dean or Campus/Branch Director or organization to which the student/s belong.
- b. Submit post-activity report to REMO (in case of paper presentation)

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- c. Submit the following documents to the Accounting Office for cash advance liquidation:
- original copies of tickets and boarding passes, if applicable
 - certificate of participation
 - itinerary of travel (using the prescribed form)
 - certificate of travel completed (using the prescribed form)
 - Official Receipt (in case of refund of excess cash advance)
 - Proceedings and preferably with other evidences of the activity

10. Violations and Sanctions

Any violation of the above-mentioned policies and guidelines shall be subject of the following penalties depending on the nature and seriousness of the violation/s committed:

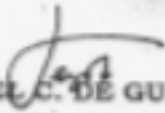
- a. Written warning
- b. Forfeiture of the right of the individual or unit to avail of new or further funding
- c. Administrative sanction

Violations shall include but are not limited to the following:

- a. Submission of fabricated document/s
- b. Endorsing student participant in invalid or unapproved activity
- c. Failure to submit the required post activity activity report
- d. Non-completion or non-attendance in the activity
- e. Failure to return within the authorized time period
- f. Gross violation of the rules, regulations and/or policies
- g. Failure to comply with liquidation requirements

11. Effectivity

This set of guidelines shall take effect **January 3, 2017**.


EMANUEL C. DE GUZMAN, PhD
President

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 01, Series of 2017

TO : ALL ACADEMIC AND ADMINISTRATIVE OFFICIALS AND STAFF

SUBJECT: GUIDELINES ON DAY AND NIGHT CLAIMS FOR OFFICIAL PARTICIPATION OF PUP OFFICIALS AND EMPLOYEES IN TRAININGS, SEMINARS AND WORKSHOPS SCHEDULED ON SATURDAYS AND SUNDAYS

DATE : January 6, 2017

1.0 Rationale

Executive Order No. 170 grants authority to the University Administration to hire employees to serve during night and Saturday operations. Such authority should be exercised within the principle of just compensation for services rendered and prudent financial management. Moreover, the Management has the responsibility to upgrade the skills and competencies of its employees by implementing human resource interventions such as participation in seminars, workshops and trainings. This set of guidelines is formulated to rationalize the payment of service pay claims of employees sent to trainings on official capacity during Saturdays and Sundays.

2.0 Scope

This set of guidelines shall cover all University officials, including faculty designees, and administrative employees in the Main Campus and all branches and campuses of PUP.

3.0 Guidelines

3.1 The payment of day and night service claims of officials and administrative employees for official participation in seminars, workshops and trainings held on Saturdays and Sundays shall be regulated as follows:

- If an official or employee who attended a seminar, workshop or training held on a Saturday has authority to render Saturday day service, he/she will be paid day service pay;
- If an official or employee who attended a seminar, workshop or training held on Saturday has authority to render Saturday night service and the training extended beyond 5pm, he/she will be paid Saturday night service pay;
- If an official or employee who attended a seminar, workshop or training held on Saturday has no authority to render Saturday Service, he/she will earn a compensatory overtime credit (COC) in accordance with the number of hours of training conducted on the day, which may be converted into a Compensatory Time -Off (CTO);

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d. If an official or employee who attended a training scheduled on a Sunday has an authority to render Sunday Service, a compensatory overtime credit (COC) shall be given.

3.2 It is understood that whenever an employee is issued an authority to render Saturday and/or Sunday Service, his/her presence in the office is deemed necessary to accomplish the tasks for the day. Hence, in order not to hamper the operations of the office due to attendance in a seminar, workshop or training of said employee, a reliever should be assigned by the head of the office.

3.3 For proper guidance in the preparation of the Special Order (S.O.), any request for S.O. for official participation in seminars, workshops and trainings should:

3.2.1.1 include travel time in the requested dates to be covered by the special order, if the activity will be held locally but outside NCR or abroad;

3.2.1.2 be accompanied with an itinerary and program of the activity to be attended/participated in.

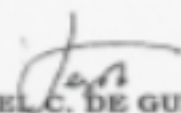
4.0 Repealing Clause

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of these Guidelines is hereby repealed, modified, or amended accordingly.

5.0 Effectivity

These guidelines shall take effect on **January 9, 2017**.

For strict compliance.


EMANUEL C. DE GUZMAN, PhD
President



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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 02, Series of 2017

Received by: *Roberto S. Pardo*
1/07/17 4:00
Secret

TO : ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

SUBJECT: REQUEST FOR SPECIAL ORDER (SO) AND TRAVEL AUTHORITY (TA)

DATE : January 6, 2017

In order to effect the timely release of the requested Special Order (SO) for attendance on official time in an activity (e.g. meeting, seminar, workshop, conference, training, and other similar activities) and Travel Authority (TA) for official and personal foreign travels, all concerned officials, faculty members and administrative staff are required to abide by the following requirements:

1. Those who are requesting for SO and/or TA, with request for financial assistance from the University, must submit the request letter with complete supporting documents at least two (2) months prior to the schedule of the activity or the day of departure;
2. Those who are requesting for SO and/or TA, with no request for financial assistance from the University, must submit the corresponding request letter with complete supporting documents at least three (3) weeks prior to the schedule of the said activity or the day of departure.

Failure to submit the request for Special Order and/or Travel Authority within the prescribed period, except for justifiable ground/s, will result in the disapproval of the request.

This Order shall take effect on **January 9, 2017.**

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EMANUEL C. DE GUZMAN, PhD
President

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7. The University has the right to cancel the approved application due to circumstances beyond its control;
 - a. In case of cancellation, the person-in-charge shall immediately notify the client of the cancellation of his/her reservation;
 - b. If the cancellation is due to the fault of the client, the amount paid shall be forfeited in favor of the University;
 - c. If the cancellation is due to the fault of the University, the client has the option to reschedule the activity or to ask for refund the amount paid;
 - d. If the cancellation is due to fortuitous events, the University shall re-negotiate with the client.
8. Special events (e.g. photo shoot, commercial shooting) are allowed on Sundays only;
9. The University may refuse admission of any person for justifiable cause/s;
10. Clients shall abide by the rules and regulations of the University;
11. Clients must maintain cleanliness and orderliness during the use of the University facilities. In case of damage in any part of the facility/ies, including its equipment, due to their improper use, clients are to be held accountable/liable;
12. Any violation of the University rules and regulations on the use of facilities shall be subject to appropriate penalty/ies and sanction/s.

PROCEDURE FOR RESERVATION

Applicants shall:

1. Submit a request letter addressed to the Person-in-Charge at least five (5) working days prior to the intended date;
2. Bring approved request letter to the Resource Generation Office (RGO) and secure RGO Form 1. Present the letter with the attached form to the Campus Development and Maintenance Office (CDMO) for the assessment of the energy fee and go back to RGO for the assessment of the rental fee; *(Kindly see the attached RGO Form 1 and CDMO Energy Fee Computation)*

In case the person-in-charge is also the CDMO Director, the latter shall determine if the requested venue is available in the intended date and assess the electricity fee if applicable. The proceed to RGO for the assessment of rental fee;

3. Secure a Referral Slip from RGO upon assessment;
4. Present the Referral Slip to the Accounting Office and secure order of payment. RGO shall not waive the rental fee except only upon the approval of the University President or Executive Vice President;
5. Pay the assessed fees to the Cashier's Office;

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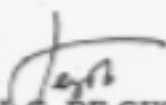


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6. Have the Official Receipt properly marked with an RGO stamp and duly signed by the Director or his representative. Moreover, the applicant must have the details of payment be recorded by the RGO personnel for monitoring purposes;
7. Proceed to the office of the person-in-charge and present the RGO-stamped OR and copy of the RGO Form to confirm the reservation;
8. Provide the Security Office a copy of the RGO Form 1.

EFFECTIVITY

These policies and guidelines shall take effect immediately.


EMANUEL C. DE GUZMAN, PhD
President

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MEMORANDUM ORDER
No. 40, Series of 2016

Received by	Roberto S. Palillo
9-09-17	1:15
Director	Witness

TO : ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

SUBJECT : REVISED GUIDELINES ON PARTICIPATION OF PUP OFFICIALS, FACULTY MEMBERS, AND ADMINISTRATIVE EMPLOYEES IN STAFF DEVELOPMENT, SEMINAR AND TRAINING ACTIVITIES

DATE : December 29, 2016

1.0 Rationale and Objectives

This set of guidelines is established to provide support in the professional growth of officials and personnel of the Polytechnic University of the Philippines (PUP) as well as guidance in the grant of this support, including the submission of post activity report requirements. This is in line with Polytechnic University of the Philippines' (PUP) established Strategic Performance Management System (SPMS), which aims to empower and enhance the employees' performance towards the attainment of the University goals, motivate them to further development, enhance the culture of performance and ensure accountability.

The PUP SPMS is in compliance with Memorandum Circular No. 6, Series of 2012 of the Civil Service Commission (CSC) otherwise known as the "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)".

Specifically, this set of guidelines is intended to:

- 1.1 Define the entitlement to privileges of officials and academic and administrative personnel to Polytechnic University of the Philippines (PUP) staff development and training activities;
- 1.2 Set parameters that will be used as basis in the approval of the request for the conduct of and participation in staff development and training activities;

Provide a set of rules and procedures to be followed in complying with government accounting and auditing rules and regulations before, during and after the conduct of or participation in the staff development or training activity.

2.0 Scope and Coverage

The guidelines shall cover all University officials, permanent and temporary faculty members, and permanent and casual administrative employees.

3.0 Definition of Terms

- 3.1 *Staff Development Activities* refer to seminars, performance assessment, planning and team building activities, benchmarking and exposure trips;
- 3.2 *Seminars* refer to seminars, conventions, conferences, symposia and similar non-training gatherings;
- 3.3 *Trainings* refer to those personnel interventions that are conducted for the purpose of gaining or strengthening the skills and technical expertise or management expertise of the participant in his/her area of endeavor;

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- 3.4 *Planning* refers to the activity conducted by an office/department to determine the programs, activities and projects to achieve the performance targets for the succeeding year/s. The planning activities may be strategic planning, annual action planning, mid-year and year-end assessment;
- 3.5 *Training Fund* refers to the amount allocated to the office/department to fund the cost that shall be incurred for the participation/attendance in and/or conduct of trainings, conventions and seminars/workshops. This shall cover training fees, honoraria for lecturers (in accordance with Budget Circular 2007-1), cost of handouts, supplies, materials, meals, snacks and all other training related expenses, which does not include travelling and transportation expenses and per diem;
- 3.6 *Staff Development Fund* refers to the lump-sum amount allocated to the office/department to fund the cost that shall be incurred in the conduct of and participation in staff development activities. This shall cover travelling and transportation expenses, per diem and other staff development related activities.

4.0 **General Provisions**

- 4.1 The University shall allocate annually per office/department funds for staff development and training activities of its personnel. All expenses as cited in items 3.5 and 3.6, incidental to the participation in and conduct of said activities may be charged to these funds;
- 4.2 University officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the University, in accordance with the rules and regulations prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), chargeable against University funds;
- 4.3 Staff Development Activities Sponsored by Private Organizations (POs) and Non-Government Organizations (NGOs)
- 4.3.1 The registration fee or charge for the participation in the conventions, seminars, conferences, symposia, and other similar non-training gatherings sponsored by non-government organizations or private institutions shall not exceed Two Thousand Pesos (P2,000.00) per day for each participant as prescribed in NBC 563. Any amount in excess of the prescribed rate shall be at the expense of the participant.
- 4.3.2 In case where the convention/conference/seminar is held out-of-town, authorized participants may be entitled to per diems, travelling and transportation and other expenses as authorized under existing budgeting and accounting rules and regulations. The travelling and transportation allowance shall be based on the actual expenses or as prescribed in Executive Order 248 as amended by Executive Order 298, whichever is lower;
- 4.3.3 Membership and similar fees paid for personal or individual membership in private organization shall be for the account of the member concerned and shall not be charged against University funds. However, institutional membership, that is PUP membership, may be charged to University funds;
- 4.3.4 As far as practicable, University officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences and other similar activities;
- 4.3.5 All expenditures for the purpose shall not exceed the appropriation for training and seminar expenses of offices/departments concerned and shall be subject to the usual accounting and auditing rules and regulations;

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4.4 Staff Development Activities Sponsored by Government Organizations (GOs) and Training Activities Sponsored by Government Organizations (GOs), Private Organizations (POs) and Non-Government Organizations (NGOs);

- 4.4.1 Seminars, conferences and the like that are conducted or organized by government institutions and trainings either conducted by government institutions or NGOs/POs are not covered by NBC 563, and, thus, payment for actual registration fees in these functions may be fully shouldered by the University, provided, such amount does not exceed a total amount of P15,000.00 per activity/function.
- 4.4.2 The approval of funding request shall be subject to the availability of funds allocated for the office/department of the requesting individual. The head of office/department shall coordinate with the Budget Services Office (BSO) in monitoring the balance of said funds;

4.5 Planning Activities

- 4.5.1 The conduct of planning activity (Strategic Planning/Annual Action Planning) shall be ONCE for each year with or without University funding support. It shall be limited to three (3) days, inclusive of travel time which shall not exceed one (1) day. University funding support for the planning activity shall be limited to the allocated budget for each employee of the office/department based on the actual attendance and subject to the availability of funds.
- 4.5.2 A transportation allowance shall be provided to each participant in the amount of One Thousand Pesos (P1,000.00) or based on actual transportation fare, whichever is lower. In case of rented vehicle, the cost shall be based on the equivalent mode of transportation to the venue;
- 4.5.3 The office/department may request for the use of the University vehicle, subject to the availability of the said vehicle. In this case, no transportation allowance will be provided but the University will cover gasoline expenses, per diem of the University driver, and toll fees;
- 4.5.4 Mid-year assessment planning shall be conducted by the office/department which shall not exceed two (2) days. For Branches and Campuses located within Metro Manila, the assessment planning activity shall be conducted within National Capital Region (NCR). In the case of Branches and Campuses outside of Metro Manila, the assessment planning activity shall be conducted within the city or municipality where the branch or campus is located.
- 4.5.5 For mid-year assessment planning, the University shall provide meal allowance of One Hundred Fifty Pesos (P150.00) per day per participant chargeable against the office/department Staff Development Fund based on actual attendance and shall cover gasoline expense and toll fees, when the University vehicle will be utilized;
- 4.5.6 Under the normal performance cycle of the University, the year-end assessment shall be undertaken by an office within the same period as that of the annual action/development planning;
- 4.5.7 Post Planning/Assessment report shall be submitted within fifteen (15) working days from the last day of the activity. This shall include the narrative report, photo documentation and copy of the outputs of the planning activity.

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4.6 Other Provisions

- 4.6.1 University Officials, faculty members and administrative employees may be allowed to attend national and international conferences with funding support every year, subject to the availability of office/department funds. On the other hand, if the allocated funds of the office/department are fully utilized, the participation of concerned University official, faculty member and administrative employee, if approved, may be issued Special Order on official time only;
- 4.6.2 For activities organized by institutions other than PUP, casual employees who have rendered at least six (6) months of continuous service in PUP shall be entitled to staff development privileges while one (1) year of continuous service shall entitle the same employees to training privileges. Employees retiring within one (1) year or with application for optional retirement shall not be entitled to financial support for participation in staff development and training activities held outside the University campus as provided herein. However, they may be allowed to attend/participate in these activities on official time only;
- 4.6.3 A Post-Staff Development Activity Report shall be submitted to the HRMD-Training and Development Section including photos and certificate of completion/participation within thirty (30) calendar days upon completion of the staff development activity. The report shall provide the details on the proceedings of the attended staff development activity and action plan of the personnel involved, the same report shall be posted at the PUP website within thirty (30) calendar days after the seminar.
- 4.6.4 The conduct of echo seminar/sharing (structure or unstructured) shall be limited to training/s attended/participated. Proof of echo seminar/sharing conducted shall be submitted to HRMD-Training Section within fifteen (15) working days upon conduct of the echo seminar/sharing;
- 4.6.5 All requests for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities shall be subject to the approval of the President thru the Executive Vice President and the Vice President for Finance, upon recommending approval of the concerned Vice President;
- 4.6.6 In case the staff development and training funds of the office/department are fully utilized or not sufficient to cover the participation of a faculty-designee in the staff development and training activities, he or she may request that the funds may be sourced from his/her mother academic unit, provided the College Dean endorses the request.

5.0 Procedures

- 5.1 The head of office/department shall prepare request for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities addressed to the University President thru the Executive Vice President and the Vice President for Finance. The request for the conduct of staff development and trainings activities shall be supported with a project proposal with the following details:

2nd floor South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila (Phone: Direct Line) 714-1143; Toll-free: 7521644
(Fruit Line) 222-7777/707 local 222/222/224/226; website: www.pup.edu.ph e-mail: president@pup.edu.ph

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- 5.1.1 Title of Activity;
- 5.1.2 Venue;
- 5.1.3 Duration;
- 5.1.4 Description and Rationale;
- 5.1.5 Objectives;
- 5.1.6 Target Participants;
- 5.1.7 Budgetary Requirements;

- 5.2 The request, including documentary requirements as listed in item 6.0 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 5.3 Upon recommendation of the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation;
- 5.4 The Vice President for Finance shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 5.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 5.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

6.0 Documentary Requirements

- 6.1 Request Letter;
- 6.2 Project Proposal;
- 6.3 Program of Activities and Itinerary;
- 6.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Seminar Report or No Pending Submission of Post Seminar Report;
- 6.5 Certificate of Compliance from the Internal Audit Office (IAO) on the submission of Post-Planning Activity Report;
- 6.6 Canvass of at least three (3) venues within the area (For conduct of out-of-campus staff development or training activity).

7.0 Sanction

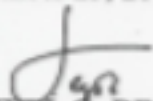
The non-submission of post activity report/s on the participated/attended and conducted trainings, conventions and seminars/workshops and conducted staff development activities shall be a ground for the disapproval of or non-action on current request for staff development or training activity until such time the submission of post activity report/s is complied with accordingly.

8.0 Repealing Clause

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

9.0 Effectivity

This set of guidelines shall take effect on December 29, 2016.


EMANUEL C. DE GUZMAN, PhD
President

2nd floor South Wing PUP A, Valdejo Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telex: 7162044
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OFFICE OF THE PRESIDENT

C&FA

MEMORANDUM ORDER
No. 39, Series of 2016

PUP - Central Records Section
Received by: Roberto S. Pabillo
Date: 11/9/16
Office: Office

TO : ALL CONCERNED

SUBJECT: POLICIES AND GUIDELINES ON THE USE OF UNIVERSITY FACILITIES

DATE : December 12, 2016

In accordance with the decision made by the PUP Board of Regents in its 150th Regular Meeting, the following policies and guidelines are formulated and prescribed:

1. Programs and/or activities organized by PUP, its faculty, administrative employees and students (e.g. activities related to sports religion, culture, education, faculty/staff development etc.) are to be prioritized;
2. Programs and/or activities for more than five (5) consecutive days shall be approved by the University President. If the requesting party is an outsider (non-PUPian), a Memorandum of Agreement (MOA) shall be entered into with the University;
3. Academic activities are only allowed from Monday to Saturday, 7:30 a.m. to 7:30 pm;

It shall be understood that academic activities pertain to curricular activities organized by the Colleges and/or Departments only. Curricular activities refer to **activities, programs and/or learning experiences which are course/subject requirements.**

4. Free use of University facilities shall be granted for:
 - a. curricular activities;
 - b. other activities related to Accreditation (Opening and Exit Conference), Freshmen Orientation, University Foundation, Anniversary Celebration of Colleges, Convocations, Seminars and Trainings sponsored by the University Administration and its legitimate units; and
 - c. such other events/activities as may be determined/approved by the University President.
5. All income-generating or fund-raising activities shall be subject to the payment of applicable assessment fees;
6. Payment for the use of the university facilities by the student councils and student publications may be made chargeable from their accounts in the University provided there is sufficient fund available. Otherwise, payment shall be made directly to the Fund Management Office (FMO);

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT

NOTICE OF MEETING

To : All Designees
Date : September 7, 2016

Please be informed of a meeting scheduled on Tuesday, September 13, 2016 at the Buhagang Bonifacio, 4th Floor, NALLRC Building, PUP Mabini Campus, Sta. Mesa, Manila. The meeting will discuss the Memorandum Order No. 027, Series of 2016 on the subject attendance logbook of all academic and administrative officials and staff issued by the University President on July 21, 2016. The meeting will be divided into two (2) batches to be attended by the designees of the different sectors, please refer to the schedule below:

Sector	Time of Meeting
Morning Session	
1. Office of the Vice President for Academic Affairs (OVPA) 2. Office of the Vice President for Branches and Campuses (OVBC)	9:00 A.M. to 11:00 A.M.
Afternoon Session	
1. Office of the President (OP) 2. Office of the Executive Vice President (O EVP) 3. Office of the Vice President for Administration (OVPA) 4. Office of the Vice President for Finance (OVFF) 5. Office of the Vice President for Student Affairs and Services (OVPSAS) 6. Office of the Vice President for Research Extension, Planning and Development (OVREPD)	2:00 P.M. to 4:00 P.M.

Your attendance and valuable inputs are highly appreciated.

ADAM V. RAMILO
Director

Attachment : Memorandum Order No. 027, Series of 2016

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EMANUEL C. DE GUZMAN, PhD
President

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 027, Series of 2016

Handwritten notes and stamps: "8-29-16" and "9:25".

TO : ALL ACADEMIC AND ADMINISTRATIVE OFFICIALS AND STAFF

SUBJECT: ATTENDANCE LOGBOOK

DATE : July 21, 2016

Sections 2, 3 and 5 of Rule XVII of the Civil Service Commission Omnibus Rule Implementing Book V of Executive Order No. 292 states that:

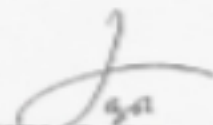
1. Section 2 - each head of department or agency shall require a Daily Record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the bundy clock.

2. Section 3 - Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs and assistant chiefs in the three branches of the government, and other presidential appointees need not punch on the bundy clock, but attendance and all absences of such officers must be recorded.

3. Section 5 - officers and employees of all department and agencies except those covered by special laws shall render not less than eight hours of work a day xxx. As a general rule, such hours shall be from 8:00 o'clock in the morning to 12:00 o'clock noon and from 1:00 o'clock to 5:00 o'clock in the afternoon xxx.

Relative to the above-stated provisions, all heads of offices and staff are hereby directed to register their actual time entries upon arrival and departure from office in the attendance logbook **effective immediately**. The attendance logbook should be under the responsibility of the Head of Office.

For strict compliance.


EMANUEL C. DE GUZMAN, PhD
President

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