



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PCI.9

I.9. Consultation, tutorial, remedial classes, expert services, and other instruction-related activities are given credits in consonance with faculty workload guidelines.

Documents attached:

- MEMORANDUM ORDER No. 05 Series of 2017
- MEMORANDUM ORDER No. 08 Series of 2017
- SPECIAL ORDER ISSUED TO FACULTY ATTEND ON OFFICIAL TIME
- SPECIAL ORDER No. 3664 Series of 2018
- SPECIAL ORDER No. 5140 Series of 2018
- SPECIAL ORDER No. 5229 Series of 2018



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice-President for Academic Affairs

CE

MEMORANDUM ORDER
No. 5, Series of 2017

TO : ALL DEANS, BRANCH/CAMPUS DIRECTORS,
DEPARTMENT/ACADEMIC HEADS,
CONCERNED FACULTY MEMBERS

FROM : VPAA MANUEL M. MUHI

SUBJECT : ATTENDANCE ON TUTORIAL CLASSES

DATE : APRIL 19, 2017

Faculty members handling tutorial classes are required to regularly attend their classes, i.e. to attend their tutorial classes on the schedule and room assignment reflected in the teaching assignment.

The department/academic head shall strictly and regularly monitor the attendance of the concerned faculty members.

For strict compliance.

2nd Floor, South Wing, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila
Tel.Nos. 713-3532; 335-1718 local 206; 722
Website: www.pup.edu.ph



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MEMORANDUM ORDER
 NO. 08, Series of 2017

TO : ALL DEANS AND CHAIRPERSONS
 CONCERNED STUDENTS

FROM : VPAA MANUEL M. MUHI

SUBJECT : GUIDELINES ON PETITION OF SUBJECTS

DATE : MAY 27, 2017

*In all chairs,
 For your guidance
 Mark*

The following set of Guidelines and Procedures on Petition of Subjects is hereby instituted, to wit:

1. Only back subjects, that is, subjects which have been failed, or have not been taken by irregular students (shiftees, transferees) and also subjects not offered in the Open University and Graduate School may be petitioned.
2. There shall be at least 40 students for undergraduate, 15 students for master's degree, 10 students for doctorate degree to enroll the petitioned subject.
3. The procedure for granting of approval for petitioned subject shall be as follows:
 - 3.1 Students shall write a letter of request to the Vice President for Academic Affairs at least two weeks before the start of the online registration.

Request from PUP branches and campuses shall be endorsed by the Vice President for Branches and Campuses to the Vice President for Academic Affairs at least one week before the start of the online registration.

Request form for petitioned subjects shall be completely filled out and signed.
 - 3.2 Students shall bring two copies (one for ICTO, one for Accounting-Student Services) of the approved letter and request form to ICTO for uploading in the SIS three working days before the start of the online registration schedule. ICTO will forward to Accounting-SS the copy of the letter and request form.
 - 3.3 Students shall register online the petitioned subject only during the online registration period.

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3.4 Students in the approved petitioned subject shall go to the Cashier's Office for payment, after the Accounting-Student Services has posted the fees.

4. Petitioned subject which did not meet the required minimum number of students after the last day of adjustment period shall be dissolved.

Dissolved petitioned subjects shall be posted at the PUP Website, Office of the Vice President for Academic Affairs, and at the Department where the subject is offered.

Students who were registered in the dissolved petitioned subject may be given five working days to enroll in another offered subject which must not be an advanced subject. An ACE form shall be submitted to ICTO for tagging in the SIS within the said five-day grace period.

This set of guidelines shall take effect starting first semester of school year 2017-2018.

Cc: ICTO
OVPBC

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Special Order Issued to Faculty
Attend on Official Time



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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Sta. Mesa, Manila

PUP COMMUNICATION TRACKING SYSTEM
#2018841013
 Tracking Number

PUP - Central Records Section
 September 12, 2018
 Received by: Roberto S. Palillo
10-04-18 6:45
 Date: Time:

SPECIAL ORDER
 No.3664, s. 2018

Conformably with the letter of the Business Development Manager, DOST-UP Enterprise Center for Technopreneurship and in the interest of the service, *the herein-named officials, College of Engineering, this University, were authorized to attend on official time the Demo Day of Technopreneurship 101 – Student Bootcamp at the National Engineering Center Audio Visual Room, University of the Philippines, Osmeña Ave., Diliman, Quezon City on September 8, 2018:*

1. CANSINO, JULIUS S.
2. TENERIFE, PEDRITO JR. M.
3. VELASCO, ANTONIO Y.
4. GOLPEO, JOSELINDA M.

They are required to submit their certificate of appearance and a report on the proceedings to the Human Resource Management Department in thirty (30) working days from receipt of this order.

EMANUEL C. DE GUZMAN, PhD
 President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The Participants

Inc



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Sta. Mesa, Manila

PUP COMMUNICATION TRACKING SYSTEM
 2018631120
 Tracking Number

PUP - Central Records Section
 December 20, 2018
 Received by: Rose to S. Palillo
 Date: 12-20-18 Time: 6:27 PM

SPECIAL ORDER
 No. 5140, s. 2018

Pursuant to BOR Resolution No. 1909, series of 2018 dated July 5, 2018 relating to the Guidelines in Granting Lakbay Aral Incentive, DR. ANTONIO Y. VELASCO, Laboratory Head, Department of Computer Engineering, College of Engineering, this University, was authorized to travel on official time to conduct benchmarking activity on the best practices implemented by the First Asia Institute of Technology and Humanities and visit to historical and cultural places in Batangas City on December 6, 2018.

Dr. Velasco shall be entitled to receive SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (P7,500.00), subject to the availability of funds and the usual accounting and auditing rules and regulations.

He is required to submit to the Accounting Department the documentary requirements provided in Section VIII of the stated Memorandum Order #20 and 20A within seven (7) days from receipt of this order.

EMANUEL C. DE GUZMAN, PhD
 President

- Copy furnished:
- Office of the President
 - Executive Vice President
 - Vice President for Academic Affairs
 - Vice President for Administration
 - Vice President for Finance
 - Vice President for Student Affairs and Services
 - Vice President for Research, Extension and Development
 - Vice President for Branches and Campuses
 - COA Auditor
 - Director, Internal Audit Office
 - Director, Accounting Department
 - Director, Fund Management Office
 - Director, Budget Services
 - Director, Human Resource Management Department
 - Dean, College of Engineering
 - Chief, Payroll Section
 - Acting Chief, Records Section/201 files
 - Dr. Antonio Y. Velasco

Received: 01/03/19

/mca

CONTROLLED COPY

 Signed by: _____ Date: 12-20-18



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COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

UP COMMUNICATION TRACKING SYSTEM
#2018253661
Tracking Number

PUP - Central Records Section
December 27, 2018
Received by: Roberto S. Palillo
Date: 01-08-19 Time: 8:10

SPECIAL ORDER
No. 5229, s. 2018

Conformably with the letter of the Program Manager-Philippines, Social Innovation Group, Cisco, and in the interest of the service, the herein-named officials and faculty member, College of Engineering, this University, are hereby authorized to attend on official time the **2019 Cisco Philippines NetAcad Conference** at The Azalea Residences, Baguio City, Benguet on *January 15-17, 2019*:

1. CANSINO, JULIUS S.
2. VELASCO, ANTONIO Y.
3. ADO, REMEDIOS G.
4. NATIVIDAD, FERDINAND O.
5. PAJABERA, ORLANDO V.

The registration fee amounting to **EIGHT THOUSAND FIVE HUNDRED PESOS ONLY (P8,500.00)** each, and actual transportation/per diem shall be borne by the University, subject to the availability of funds and the usual accounting and auditing rules and regulations.

They are required to submit their certificate of appearance, registration receipts and a report of proceeding to the Human Resource Management Department in thirty (30) working days from completion of the afore-stated activity.

EMANUEL C. DE GUZMAN, PhD
President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
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- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The participants

CONTROLLED COPY

Signed by: 01/09/19

01/09/19

/aba