



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PD I.6

1.6. The probationary period or temporary status required before the grant of permanent status to the faculty is in accordance with Civil Service and institutional policies and guidelines.

Documents attached:

- MEMORANDUM ORDER No. 040 Series of 2015
- FACULTY LIST OF CHANGE STATUS
- FACULTY PERSONAL DATA SHEET



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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

CEA

MEMORANDUM ORDER
 No. 040, Series of 2015

PUP CENTRAL RECORDS OFFICE
 RECEIVED: *Pacillo, Noh A. S.*
 DATE: *01-05-16* 9:40

TO : ALL CONCERNED

SUBJECT: GUIDELINES ON THE REQUIREMENTS AND PROCEDURES IN THE CHANGE OF STATUS OF FACULTY MEMBERS IN THE MAIN CAMPUS, BRANCHES AND OTHER CAMPUSES OF PUP

DATE : December 28, 2015

Rationale:

This set of guidelines provides for the requirements and procedures in processing recommendations for the change of status of faculty members in the Main Campus, Branches and other Campuses of PUP.

I. Requirements for Change of Status of a Faculty Member

1.1 From Part-Time to Temporary. Any faculty member who is recommended for a change of status from part-time to temporary appointment must satisfy the following minimum requirements:

a. Obtained at least a Very Satisfactory (VS) over-all rating in the Faculty Classroom/Instruction Performance Evaluation by students, peers and supervisors in two (2) consecutive semesters preceding the time of recommendation. The over-all rating is obtained using the following weights distribution:

- Students - 50%
- Supervisors - 30%
- Peers - 20%

b. Rendered at least two years of service in PUP as part-time faculty member, with teaching load of at least 12 units per semester;

c. Earned at least 24 units in Master's Program that is aligned to his/her undergraduate program or area of specialization;

d. With no pending administrative and/or criminal case;

e. A Professional Licensure Exam Passer for a faculty member recommended for academic programs with board examination such as Engineering, Architecture, Interior Design, Education, Chemistry, Accountancy, Nutrition and Dietetics, Library Science and Psychology; or passed the TESDA NC Qualification requirements, for a faculty member recommended for programs in the Institute of Technology; or passed the Bar Exam for a

2nd floor South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-1143; Telefax: 7162644
 (Trunk Line) 3351-777/787 local 201/202/658/659 ; website: www.pup.edu.ph e-mail: president@pup.edu.ph

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COLLEGE OF ENGINEERING
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faculty member recommended in the programs of the College of Law.

1.2 From Part Time/Temporary to Permanent. Any faculty member who is recommended for a change of status from part-time/temporary to permanent appointment must satisfy the following requirements:

- a. Obtained at least Very Satisfactory (VS) over-all rating in the Faculty Classroom/Instruction Performance Evaluation by students, peer and supervisors in two (2) consecutive semesters preceding the time of recommendation. The over-all rating is obtained using the following weights distribution:

Students – 50%
Supervisors – 30%
Peers – 20%

- b. Rendered at least two years of service in PUP as Part Time/Temporary Faculty, with teaching load of at least 15 units per semester;
- c. With Master's Degree that is aligned to his/her undergraduate program or area of specialization;
- d. With no pending administrative and/or criminal case;
- e. A Professional Licensure Exam Passer for a faculty member recommended for academic programs with board examination such as Engineering, Architecture, Interior Design, Education, Chemistry, Accountancy, Nutrition and Dietetics, Library Science and Psychology; or passed the TESDA NC Qualification requirements, for a faculty member recommended for programs in the Institute of Technology; or passed the Bar Exam for a faculty member recommended in the programs of the College of Law.

II. Procedures in Recommending a Faculty Member for Change of Status

- 2.1 All faculty members who are recommended for a change of status must have passed the evaluation of the Ad Hoc Committee on Faculty Evaluation. This Committee shall be composed of the Dean, Department Chairperson and three full-time faculty members of the College/Department and are members of the University Academic Council. In the case of branches and campuses, the Committee shall be composed of the Branch/Campus Director, Academic Head and three full-time faculty members who are members of the University Academic Council.
- 2.2 Recommendation for change of status of a faculty member must emanate from the Department Chairperson/College Dean or Campus Director to be endorsed by the Vice-President for Academic Affairs/Vice-President for Branches and Campuses to the University President for approval.

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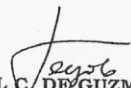
3

III. Repealing Clause

All previous rules and regulations, in whole or in part, which are contrary to or inconsistent with the provisions of these guidelines are deemed revoked, repealed or rescinded.

IV. Effectivity

These guidelines shall take effect starting the Second Semester of School Year 2015-2016.


EMANUEL C. DE GUZMAN, PhD
President

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Faculty List of Change of Status

Name	From (Status)	To (Status)
1. De La Cruz, Arvin R.	Part-time	Permanent
2. Mahaguay, Rolito L.	Temporary	Part-time
	Part-time	Permanent
3. Pajabera, Orlando V.	Part-time	Permanent

Prepared by:


Pedrito M. Tenerife Jr.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Polytechnic University of the Philippines
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : ROLITO L. MAHAGUAY
College of Engineering

DATE : July 1, 2014

Please be informed that your promotional appointment as **INSTRUCTOR I (SG-12)** with **TEMPORARY** status has been approved effective **June 9, 2014** and released by the Civil Service Commission.

In this regard, please report at the **Human Resource Management Department (HRMD)** and acknowledge receipt of the original copy of your appointment.

For your information and strict compliance.


ADAM V. RAMILO
Director

AVR/ecf



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Polytechnic University of the Philippines
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : ROLITO L. MAHAGUAY
College of Engineering

DATE : March 29, 2014

Please be informed that your promotional appointment as **Instructor I (SG-12)** with temporary status has been approved by the Board of Regents in a meeting held last March 26, 2014.

In this regard, please submit the following mandatory minimum supporting documents indicated hereunder with mark checks to the Human Resource Management Department on or before April 8, 2014:

- Accomplished Personal Data Sheet (PDS), (triplicate copy)
- Accomplished Position Description Form (PDF), (triplicate copy)
- Diploma
- Transcript of Records (TOR)
 - Doctoral Degree (Certification of grades if not graduated)
 - Masters Degree (Certification of grades if not graduated)
 - Bachelor Degree
 - Others: _____
- Qualitative Contribution Evaluation (QCE)
- Certificate of Eligibility (Report of Rating)
 - PBET/LET/Board/Bar Examination
 - Certificate of CSC Professional/Sub-Professional Examination
- Recommendation Letter from Immediate Supervisor
- Certificate of Recognition, Seminar and Trainings Attended
- Birth Certificate (NSO)
- Marriage Contract (NSO)

For compliance.


ADAM V. RAMILO
Director

AVR/ecf



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
Human Resource Management Department

MEMORANDUM

TO : ROLITO L. MAHAGUAY
College of Engineering

DATE : May 16, 2014

*Dear Sir,
For your info. Thanks
Cm!*

Please be informed that your submitted documents with regards to your promotional appointment as Instructor I with Temporary Status, after careful review has been found to have lacking requirements.

In this regard, please submit your General Clearance from your previous employer at the Human Resource Management Department on or before May 23, 2014 for us to facilitate processing of your appointment.

Thank you.

Adam V. Ramilo
ADAM V. RAMILO
Director

Ground Floor South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716 40 34
(Trunk Line) 716 78 32 to 40 (Local) 301 ; website: www.pup.edu.ph e-mail www.puphrmd.gov.ph.

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : ROLITO L. MAHAGUAY
CE

SUBJECT : Renewal of Temporary Appointment

DATE : April 23, 2015

Please be informed that your Temporary appointment as INSTRUCTOR I will expire on June 2, 2015. As such, you are advised to submit to this office, an updated **PDS/PDF** and a **recommendation letter** from your Dean address to the University President thru proper channels (*EVP, VPAA*) not later than **May 22, 2015**.

The accomplished *PDS/PDF/Recommendation Letter* is one of the requirements approved by the Executive Committee to facilitate the approval of the renewal of your appointment. Failure to comply or delay on your part can **ground for disapproval or termination** of your Temporary appointment.

Please be guided accordingly.


ADAM V. RAMILO
Director

Cc:
Dean, CE

AVR/rod



3rd/F South Wing Main Building, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1016
Telephone: 716-4034 | 716-7832 to 45 local 445 Secretary/Staff 390/280, Computer Section 301 | Email: hrd@pup.edu.ph



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

REPUBLIC OF THE PHILIPPINES		1. NAME OF EMPLOYEE	
BC-CSC Form No. 1 (Position Description Form)		ROLITO LACEDA MATHAGUAY	
POLYTECHNIC UNIVERSITY OF THE PHILS (PUP)		CE - CPE	
2. DEPARTMENT, CORPORATION OR AG./LOC. GOVERNMENT		3. BUREAU OF OFFICE	
COLLEGE OF ENGINEERING		COMPUTER ENGINEERING (CPE)	
4. DEPT./BRANCH/DIVISION		5. WORK STATION/PLACE OF WORK	
INSTRUCTOR 1		SG 12	
6. a. PRES. APPRO. ACT. BOARD/RES./ORD. NO. ITEM NO.		7. a. SALARY AUTHORIZED ACTUAL	
b. PREV. APPRO. ACT. BOARD RES./ORD. NO. ITEM NO.		b. OTHER COMP.	
TEMPORARY		INSTRUCTOR 1	
8. OFFICIAL DESIGNATION OF THIS POSITION		9. WORKING OR PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF POSITION		11. OCCUPATIONAL GROUP TITLE (Ive. blk.)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT CLASS			

MUNICIPALITY	CITY	PROVINCE
	1 st 2 nd 3 rd 4 th 5 th 6 th 7 th	
	[] [] [] [] [] [] [] []	

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

REFERENCE:

FOLLOW THE COLLEGE POLICIES AND GUIDELINES RE: COURSE OUTLINE AND WILL INFORM THE STUDENTS OF THE METHODS AND PLANNED SCHEDULE OF ACTIVITIES FOR THE SUBJECT.

I WILL ALWAYS SEE TO IT THAT STUDENT CAN EASILY APPROACH ME FOR ACADEMIC ADVISING.

BE CONSCIENTIOUS IN GRADING STUDENTS, EVALUATE STUDENTS FAIRLY AND REPORT PROMPTLY IN STUDENT WORKS AND ACHIEVEMENTS.

ADHERE TO THE SCHEDULE FOR SUBMISSION OF GRADE EVALUATION.

I AM AWARE THAT FACULTY MEMBERS SHOULD HAVE A PROFESSIONAL DUTY TO DEVELOP AND MAINTAIN THEIR SCHOLARLY COMPETENCE TO THEIR RESPECTIVE DEPARTMENT TO THEIR RESPECTIVE DISCIPLINE AND TO THE COMMUNITY.

6. ALL FACULTY MEMBERS ARE RESPONSIBLE IN ATTENDING AND PARTICIPATING IN ALL COLLEGE FUNCTIONS AND THE WHOLE UNIVERSITY EVENTS AS WELL.

7. EACH FACULTY MEMBER IS RESPONSIBLE FOR PARTICIPATING IN FACULTY GOVERNANCE, PARTICIPATE IN POLICY AND PROGRAM DEVELOPMENT, ADVISE STUDENTS, SERVE DURING ENROLLMENT ASSIGNED BY THE RESPECTIVE CHAIRPERSON AND/OR THE DEAN.

8. EACH FACULTY MEMBER MUST BE ENCOURAGED TO JOIN PROFESSIONAL ORGANIZATION WHICH MAY UPLIFT PROFESSIONAL GROWTH.

9. EACH FACULTY MEMBER SHOULD PRESERVE AND DEFEND THE GOALS OF THE UNIVERSITY.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
HUMAN RESOURCE MANAGEMENT DEPARTMENT

May 23, 2016

Engr. ROLITO L. MAHAGUAY
Instructor I
College of Engineering

Dear Engr. Mahaguay:

Greetings!

This is to inform you that on the basis of our records, your *Temporary appointment* and your two (2) years period to complete your *vertically aligned Master's Degree* as a requirement for permanent status are due to lapsed on **June 2, 2016**.

You are hereby advised and further expected to comply with the condition stated in the Undertaking. Non-compliance in the said Undertaking revert your status from Temporary to Part-time faculty of this University.

For your information and appropriate action.

Respectfully yours,


ADAM V. RAMILO
Director

Copy Furnished:
Dean, CE

/rod

3rd/F South Wing Main Building, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1016
Telephone: 716-4034 | 716-7832 to 45 local 445 Secretary/Staff 390/280, Computer Section 301 | Email: hrrmd@pup.edu.ph

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 DEPARTMENT OF COMPUTER ENGINEERING

June 9, 2016

Dr. Manuel M. Muhi
Executive Vice President
Vice President for Academic Affairs
 This University

Thru: Adam V. Ramilo
Director
 Human Resource and Management Department

Dear Sir,

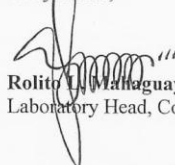
Greetings!!!

I received a letter coming from your office notifying me that my two years period to complete my vertically aligned Master's degree as a condition for my permanent status had already lapsed last June 2, 2016.

In line with this, the undersigned would like to request from your good office for an appropriate extension of my temporary appointment. I was already in the process of completing all of the requirements for my Master's degree.

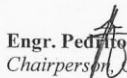
Hoping for your positive response regarding this matter as we continue to work hand in hand in promoting upright public service and in pursuit of academic excellence.

Truly Yours,



Rolito U. Managway
 Laboratory Head, Computer Engineering Department



Noted by:


Engr. Pedro M. Tenerife Jr.
 Chairperson, Computer Engineering Department

Recommending Approval:


Engr. Guillermo O. Bernabe
 Dean, College of Engineering

OFFICE OF THE VICE PRESIDENT FOR
 ACADEMIC AFFAIRS (OVPA)
 PUP STA. MESA, MANILA
 Received by J. Cruz (Trunk Line) _____ (Local) _____ ; website: www.pup.edu.ph e-mail _____
 Date 6-10-16 Time 9:00 am/pm

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : Engr. Rolito L. Mahaguay
College of Engineering

SUBJECT : Renewal of Temporary Appointment

DATE : June 10, 2016

Please be informed that your request for extension of Temporary appointment as INSTRUCTOR I is for evaluation by this office. As such, you are advised to submit immediately upon receipt of this notice, a certification of grades or proof that you're enrolled last semester.

Failure to comply or delay on your part can be **ground for disapproval or termination** of your Temporary appointment.

Please be guided accordingly.


ADAM V. RAMILO
Director

AVR/rod

3rd/F South Wing Main Building, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1016
Telephone: 716-4034 | 716-7832 to 45 local 445 Secretary/Staff 390/280, Computer Section 301 | Email: hrd@pup.edu.ph



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 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 DEPARTMENT OF COMPUTER ENGINEERING

June 14, 2016

Dir. Adam V. Ramilo
 Director
 Human Resource and Management Department
 This University

Dear Sir,

Greetings!!!

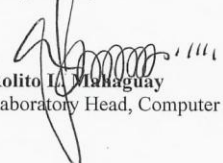
This is in response to your memorandum dated June 10, 2016 regarding Renewal of Temporary Appointment. I am still on the process of my enrollment for this SY 2016-2017 and I wrote a letter request address to the VPAA of Pamantasan ng Lungsod ng Maynila for extension and reconsideration of my MRR (Maximum Residency Rule). Based on the records of PLM registrar, I still have one year to finish my Master's Degree.

In line with this, the undersigned would like to request from your good office for an appropriate extension of my temporary appointment. Attached herewith are the necessary documents for this request.

Hoping for your positive response regarding this matter as we continue to work hand in hand in promoting upright public service and in pursuit of academic excellence.

Thank You and Godbless.

Truly Yours,

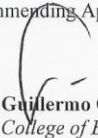

Rolito M. Malaguay
 Laboratory Head, Computer Engineering Department

Noted by:

Engr. Pedrito M. Tenerife Jr.
 Chairperson, Computer Engineering Department



Recommending Approval:


Engr. Guillermo O. Bernabe
 Dean, College of Engineering

_____ South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) _____
 (Trunk Line) _____ (Local) _____ ; website: www.pup.edu.ph e-mail _____

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : Engr. **ROLITO L. MAHAGUAY**
College of Engineering

SUBJECT : **Renewal of Temporary Appointment**

DATE : **June 23, 2016**

Please be informed that your request for a *one (1) year extension to finish master's degree was approved by the university President*. Since your Temporary appointment as INSTRUCTOR I expired last June 2, 2016, you are therefore advised to properly accomplish the attached **PDS/PDF/Affidavit of Undertaking** and submit the same to this office immediately upon receipt of this notice.

Failure to comply or delay on your part can be **ground for disapproval or termination** of your Temporary appointment.

Please be guided accordingly.


ADAM V. RAMILO
Director

AVR/rod

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 212
 Revised 2017

PERSONAL DATA SHEET

HUMAN RESOURCE
 MANAGEMENT DEPARTMENT

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

CS ID No. FRABU
 1-21-19 (Do not fill up. For CSC use only)

Director's Office

I. PERSONAL INFORMATION			
2. SURNAME	MAHAGUAY		
FIRST NAME	ROLITO		
MIDDLE NAME	LACEDA		
3. DATE OF BIRTH (dd/mm/yyyy)	04/01/1973	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	PINAMALAYAN, ORIENTAL MINDORO	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country.
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	952 BATAAN ST. SAMPALOC MANILA MANILA, CITY OF,
7. HEIGHT (m)	1.524		Street
8. WEIGHT (kg)	65	ZIP CODE	METROPOLITAN MANILA
9. BLOOD TYPE	B+		Barangay
10. GISIS ID NO.	2004552357		City/Municipality
11. PAG-IBIG ID NO.	105000556432		Province
12. PHILHEALTH NO.	19-052144514-2	18. PERMANENT ADDRESS	LUMAMBAYAN PINAMALAYAN, ORIENTAL MINDORO
13. SSS ID NO.	3-3497-1506-6		Street
14. TIN NO.	200873689000		PINAMALAYAN, ORIENTAL MINDORO
15. AGENCY EMPLOYEE NO.	12189	19. TELEPHONE NO.	255-5597
		20. MOBILE NO.	09499239161
		21. E-MAIL ADDRESS (if any)	rmahaguay@pup.edu.ph

II. FAMILY BACKGROUND			
22. SPOUSE'S SURNAME	MENDOZA	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
LAST NAME	MARY GRACE	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	MEREGILLANO		
OCCUPATION	N/A	MAHAGUAY, DIA MENDOZA	10/16/2010
EMPLOYER/BUSINESS NAME	N/A	MAHAGUAY, KAI MENDOZA	09/05/2008
BUSINESS ADDRESS	N/A	MAHAGUAY, BEA MENDOZA	01/25/2001
TELEPHONE NO.	N/A	MAHAGUAY, ACE MENDOZA	11/28/1997
24. FATHER'S SURNAME	MAHAGUAY		
FIRST NAME	NORieto	NAME EXTENSION (JR., SR)	N/A
MIDDLE NAME	OGBAC		
25. MOTHER'S MAIDEN NAME			
SURNAME	LACEDA		
FIRST NAME	ROSITA		
MIDDLE NAME	OZAR		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND							
26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	LUMAMBAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1988	N/A	1988	VALIDICTORIAN
SECONDARY	EASTERN MINDORO INSTITUTE OF TECHNOLOGY AND SCIENCES	HIGH SCHOOL	1988	1993	N/A	1993	WITH HONORS
VOCATIONAL/ TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	1993	2001	N/A	2001	N/A
GRADUATE STUDIES	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	MASTER OF SCIENCE IN ENGINEERING-COMPUTER ENGINEERING	2016	2017	N/A	2017	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/18/19
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CS FORM 212 (Revised 2017)
 Page 1 of 6



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S				
25. NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
	From	To		
INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES	10/27/2018	10/27/2018	8	COACH
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	02/14/2018	02/14/2018	8	JUDGE
COMPUTER ENGINEERING DEPARTMENT	02/14/2018	02/14/2018	8	JUDGE
COMPUTER ENGINEERING DEPARTMENT	01/25/2018	01/27/2018	24	MENTOR
PUP OFFICE OF THE VICE PRESIDENT FOR RESEARCH EXTENSION AND DEVELOPMENT	12/16/2017	12/16/2017	8	PROJECT FACILITATOR
OGIO AMANG RODRIGUEZ HGH SCHOOL	03/22/2017	03/22/2017	8	TRAINER
PUP COLLEGE OF ENGINEERING-BARANGAY 628	12/03/2016	12/03/2016	8	FACILITATOR AND EXTENSIONIST

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED
Start from the most recent L&D training program and include only the relevant L&D training activity for the last five (5) years for Division Chief/Executive/Managerial positions

30. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical)	CONDUCTED/SPONSORED BY (Write in full)
	From	To			
FACULTY EVALUATION FOR THE 1ST SEMESTER OF THE SCHOOL YEAR 2018-2019	12/04/2018	12/04/2018	8	Technical	PUP
WELLNESS STEPS FOR PRODUCTIVE AND HEALTHY OUS EMPLOYEES	11/26/2018	11/26/2018	8	Technical	PUP
ENHANCING COMPUTER ENGINEERS' CAPABILITY TOWARDS 4TH INDUSTRIAL REVOLUTION AND TECHNOLOGY/BUSINESS INCUBATION	11/26/2018	11/29/2018	24	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
DIVERGENT: OUR DIFFERENCES MAKES US STRONGER	10/24/2018	10/24/2018	8	Supervisory	PUP
EDUCATIONAL VISIT AND PARTICIPATION	10/10/2018	10/10/2018	8	Supervisory	HO CHI MINH OPEN UNIVERSITY
DEVELOPMENT OF E-BAG WIRELESS CHARGER FOR GADGETS	09/29/2018	09/30/2018	16	Technical	INTERNATIONAL INSTITUTE OF RESEARCH & JOURNALS
TRAINING-WORKSHOP FOR ETEEAPAND NTSP ASSESSORS	08/29/2018	08/29/2018	8	Supervisory	PUP OPEN UNIVERSITY
SS AWARENESS ORIENTATION	07/16/2018	07/16/2018	8	Technical	PUP
TRAINING-WORKSHOP FOR ASSESSORS OF ETEEAP-DEPUTIZED HEIS	07/04/2018	07/05/2018	16	Supervisory	COMMISSION ON HIGHER EDUCATION
ITAM KALINANGAN-SEMINAR AND WORKSHOP ON FPGA AND VHDL PROGRAMMING	06/27/2018	06/27/2018	8	Technical	FEU-TECH
CERTIFICATION COURSE IN OPEN AND DISTANCE LEARNING RESEARCH AND DEVELOPMENT	06/13/2018	06/18/2018	24	Supervisory	PUP OPEN UNIVERSITY
PREPARING FOR THE TRANSITION: SENIOR HIGH SCHOOL TO HIGHER EDUCATION	04/18/2018	04/20/2018	24	Technical	PUP
RESEARCH PUBLICATIONS AND REVIEWING IN HIGH-RANKING INTERNATIONAL JOURNALS AND PROCEEDINGS FOR ENGINEERING PROFESSIONALS AND STUDENTS: THE AUSTRALIAN AND PHILIPPINE CONTEXT	02/17/2018	02/17/2018	8	Technical	PUP
CCNA ROUTING AND SWITCHING TRACK MODULE 2:IP ROUTING	02/05/2018	02/07/2018	24	Technical	(SMEEP) SMART WIRELESS ENGINEERING EDUCATION PROGRAM
IMMERSIVE TECHNOLOGY: KNOWLEDGE INTO YOUR PERSPECTIVE	01/27/2018	01/27/2018	8	Technical	PUP
STRENGTHENING RESEARCHERS CAPABILITY TOWARDS PROMOTING TECHNOLEADERSHIP AND TECHNOLOGY TRANSFER METHODOLOGY IN PURSUIT OF ACADEMIC EXCELLENCE IN THE DIGITAL ERA	11/25/2017	11/25/2017	8	Technical	PUP
COLLEGE OF ENGINEERING RESEARCH CAPABILITY TRAINING	11/25/2017	11/25/2017	8	Technical	OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT
SYSTEMS, APPLICATIONS AND PRODUCTS (SAP)	03/18/2017	03/18/2017	8	Technical	PUP COMPUTER ENGINEERING DEPARTMENT
SEMINAR ON INTELLECTUAL PROPERTY	12/12/2016	12/15/2016	32	Technical	PUP INTELLECTUAL PROPERTY OFFICE
ICPEP NATIONAL CONVENTION 2016	11/22/2016	11/25/2016	32	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
INDUSTRIAL ENGINEERING STUDENTS' RESEARCH DEFENSE	10/27/2016	10/27/2016	8	Technical	PUP

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
N/A	N/A	NOR BOARD MEMBER OF THE INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES PHILIPPINE SCHOOLS, UNIVERSITIES, AND COLLEGES COMPUTER EDUCATION AND SYSTEM SOCIETY ROYAL INSTITUTION

SIGNATURE: *[Signature]* DATE: 1/18/19





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 212
 Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
 Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

HUMAN RESOURCE MANAGEMENT DEPARTMENT
 DIRECTOR'S OFFICE
 PROHIBITED

CS ID No. 12411 (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	MAHAGUAY		
FIRST NAME	ROLITO		
MIDDLE NAME	LACEDA		
3. DATE OF BIRTH (mm/dd/yyyy)	04/01/1973	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	PINAMALAYAN, ORIENTAL MINDORO	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	N/A	
6. CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	952 BATAAN ST. SAMPALOC MANILA MANILA, CITY OF, House/Block/Lot No. _____ Street _____ METROPOLITAN MANILA Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____
7. HEIGHT (m)	1.524	ZIP CODE	1008
8. WEIGHT (kg)	65	18. PERMANENT ADDRESS	LUMAMBAYAN PINAMALAYAN, ORIENTAL MINDORO House/Block/Lot No. _____ Street _____ PINAMALAYAN, ORIENTAL MINDORO Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____
9. BLOOD TYPE	B+	ZIP CODE	5208
10. GSS ID NO.	2004552357	19. TELEPHONE NO.	255-5597
11. PANG-IBIG ID NO.	105000556432	20. MOBILE NO.	09499239161
12. PHILHEALTH ID NO.	19-052144514-2	21. E-MAIL ADDRESS (if any)	rmahaguay@pup.edu.ph
13. SSS NO.	3-3497-1506-6		
14. TIN NO.	200873689000		
15. AGENCY EMPLOYEE NO.	12189		

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	MENDOZA	23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	MARY GRACE	NAME EXTENSION (JR., SR.)	N/A
MIDDLE NAME	MEREGILLANO	MAHAGUAY, DIA MENDOZA	10/16/2010
OCCUPATION	N/A	MAHAGUAY, KAI MENDOZA	09/05/2008
EMPLOYER/BUSINESS NAME	N/A	MAHAGUAY, BEA MENDOZA	01/25/2001
BUSINESS ADDRESS	N/A	MAHAGUAY, ACE MENDOZA	11/28/1997
TELEPHONE NO.	N/A		
24. FATHER'S SURNAME	MAHAGUAY		
FIRST NAME	NORieto	NAME EXTENSION (JR., SR.)	N/A
MIDDLE NAME	OGBAC		
25. MOTHER'S MAIDEN NAME			
SURNAME	LACEDA		
FIRST NAME	ROSITA		
MIDDLE NAME	OZAR		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (If not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	LUMAMBAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1988	N/A	1988	VALIDICTORIAN
SECONDARY	EASTERN MINDORO INSTITUTE OF TECHNOLOGY AND SCIENCES	HIGH SCHOOL	1988	1993	N/A	1993	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	1993	2001	N/A	2001	N/A
GRADUATE STUDIES	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	MASTER OF SCIENCE IN ENGINEERING- COMPUTER ENGINEERING	2016	2017	N/A	2017	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	1/18/17
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CS FORM 212 (Revised 2017), Page 1 of 6



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (month/day/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES	10/27/2018	10/27/2018	8	COACH	
	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	02/14/2018	02/14/2018	8	JUDGE	
	COMPUTER ENGINEERING DEPARTMENT	02/14/2018	02/14/2018	8	JUDGE	
	COMPUTER ENGINEERING DEPARTMENT	01/25/2018	01/27/2018	24	MENTOR	
	PUP OFFICE OF THE VICE PRESIDENT FOR RESEARCH EXTENSION AND DEVELOPMENT	12/16/2017	12/16/2017	8	PROJECT FACILITATOR	
	LOGIO AMANG RODRIGUEZ HGH SCHOOL	03/22/2017	03/22/2017	8	TRAINOR	
	PUP COLLEGE OF ENGINEERING-BARANGAY 628	12/03/2016	12/03/2016	8	FACILITATOR AND EXTENSIONIST	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
Start from the most recent L&D training program and include only the relevant L&D training taken for the last five (5) years for Division Chief/Executive/Managerial positions.						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (month/day/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/Supervisory/Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	FACULTY EVALUATION FOR THE 1ST SEMESTER OF THE SCHOOL YEAR 2018-2019	12/04/2018	12/04/2018	8	Technical	PUP
	WELLNESS STEPS FOR PRODUCTIVE AND HEALTHY OUS EMPLOYEES	11/26/2018	11/26/2018	8	Technical	PUP
	EXPANDING COMPUTER ENGINEERS' CAPABILITY TOWARDS 4TH INDUSTRIAL REVOLUTION AND TECHNOLOGY BUSINESS INCUBATION	11/26/2018	11/29/2018	24	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
	DIVERGENT: OUR DIFFERENCES MAKES US STRONGER	10/24/2018	10/24/2018	8	Supervisory	PUP
	EDUCATIONAL VISIT AND PARTICIPATION	10/10/2018	10/10/2018	8	Supervisory	HO CHI MINH OPEN UNIVERSITY
	DEVELOPMENT OF E-BAG WIRELESS CHARGER FOR GADGETS	09/29/2018	09/30/2018	16	Technical	INTERNATIONAL INSTITUTE OF RESEARCH & JOURNALS
	TRAINING-WORKSHOP FOR ETEEAPAND NTSP ASSESSORS	08/29/2018	08/29/2018	8	Supervisory	PUP OPEN UNIVERSITY
	5S AWARENESS ORIENTATION	07/16/2018	07/16/2018	8	Technical	PUP
	TRAINING-WORKSHOP FOR ASSESSORS OF ETEEAP-DEPUTIZED HEIS	07/04/2018	07/05/2018	16	Supervisory	COMMISSION ON HIGHER EDUCATION
	ITAM KALINANGAN: SEMINAR AND WORKSHOP ON FPGA BOARD AND VHDL PROGRAMMING	06/27/2018	06/27/2018	8	Technical	FEU-TECH
	CERTIFICATION COURSE IN OPEN AND DISTANCE LEARNING/TELE-RESEARCH AND DEVELOPMENT	06/13/2018	06/18/2018	24	Supervisory	PUP OPEN UNIVERSITY
	PREPARING FOR THE TRANSITION: SENIOR HIGH SCHOOL TO HIGHER EDUCATION	04/18/2018	04/20/2018	24	Technical	PUP
	RESEARCH PUBLICATIONS AND REVIEWING IN HIGH-RANKING INTERNATIONAL JOURNALS AND PROCEEDINGS FOR ENGINEERING PROFESSIONALS AND STUDENTS: THE AUSTRALIAN AND PHILIPPINE CONTEXT	02/17/2018	02/17/2018	8	Technical	PUP
	CCNA ROUTING AND SWITCHING TRACK MODULE 2:IP ROUTING	02/05/2018	02/07/2018	24	Technical	(SWEEP) SMART WIRELESS ENGINEERING EDUCATION PROGRAM
	IMMERSIVE TECHNOLOGY: KNOWLEDGE INTO YOUR PERSPECTIVE	01/27/2018	01/27/2018	8	Technical	PUP
	STRENGTHENING RESEARCHERS CAPABILITY TOWARDS PROMOTING TECHNO-ENTREPRENEURSHIP AND TECHNOLOGY TRANSFER METHODOLOGY IN PURSUIT OF ACADEMIC EXCELLENCE IN THE DIGITAL ERA	11/25/2017	11/25/2019	8	Technical	PUP
	COLLEGE OF ENGINEERING RESEARCH CAPABILITY TRAINING	11/25/2017	11/25/2017	8	Technical	OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT
	SYSTEMS, APPLICATIONS AND PRODUCTS (SAP)	03/18/2017	03/18/2017	8	Technical	PUP COMPUTER ENGINEERING DEPARTMENT
	SEMINAR ON INTELLECTUAL PROPERTY	12/12/2016	12/15/2016	32	Technical	PUP INTELLECTUAL PROPERTY OFFICE
	ICPEP NATIONAL CONVENTION 2016	11/22/2016	11/25/2016	32	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
	INDUSTRIAL ENGINEERING STUDENTS' RESEARCH DEFENSE	10/27/2016	10/27/2016	8	Technical	PUP
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32.	NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33.	MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	N/A		N/A		NCR BOARD MEMBER OF THE INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES PHILIPPINE SCHOOLS, UNIVERSITIES, AND COLLEGES COMPUTER EDUCATION AND SYSTEM SOCIETY ROYAL INSTITUTION	
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		1/18/19		



US FORM 212 (Revised 2017).



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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

CERTIFICATION

To Whom It May Concern:

This is to certify that **MR. ROLITO L. MAHAGUAY** has no pending administrative case on file with this office as of this date.

This Certification is issued upon request for whatever legal purpose it may serve.

Issued this 2nd day of February 2018, PUP, Sta. Mesa, Manila, Philippines.

ATTY. JOANNA MARIE A. LIAO
Chief Legal Counsel

Not valid without seal
/bianca

Rm. 302 South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 713-6803
(Trunk Line) 716-7832 to 45 (Local) 220/396 ; website: www.pup.edu.ph e-mail legal@pup.edu.ph

“THE COUNTRY’S 1ST POLYTECHNICU”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

KSS Forma Blg. 33
 (Nerebisa, 1998)

CSFO-OP
 Malacañang, Manila
 RECEIVED

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

By: [Signature]
 Date: JUL 19 2016

Ginoo/Gng./Bb.: **ROLITO L. MAHAGUAY**
 Mr./Mrs./Ms.:

Kayo ay nahirang na INSTRUCTOR I (SG-12)
 You are hereby appointed as

na may katayuang TEMPORARY sa COLLEGE OF ENGINEERING
 with a (Status) at the (Agency)

sa pasahod na TWO HUNDRED FORTY SEVEN THOUSAND EIGHT HUNDRED TWELVE PESOS (PHP 247,812.00) piso.
 with a compensation rate of pesos per annum

Ito ay magkakabisa sa petsa ng pagganap ng tungkulin subali't di aaga sa petsa ng
 The effectivity date of the appointment shall be the date of actual assumption by the appointee but not earlier than the date of

pagpirma ng puno ng tanggapan o appointing authority.
 issuance of the appointment which is the date of signing of the appointing authority.

Ang Appointment na ito ay REEMPLOYMENT bilang kapalit ni
 The appointments (Orihinal, Promotion, atbp) vice

N/A na N/A at ayon sa Plantilya
 with (Transferred, Retired, etc.) and in accordance with Plantilla

Aytem Bilang PUPB-INST1-556 Pahina 109
 Item No. Page

Sumasainyo,
 Very truly yours,
[Signature]
EMANUEL C. DE GUZMAN
 President
 Puno ng Tanggapan
 Head of Agency

JUN 20 2016
 Petsa ng Pagpirma
 (Date of Signing)

PINAGTIBAY (a)
[Signature]
NOEL V. SALUMBIDES
 Director II

Awtorisadong Opisyal
 Komisyon ng Serbisyo Sibil
 Authorized Official/Civil Service Commission



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

AFFIDAVIT OF UNDERTAKING

I, ENGR. NOLAN L. MORALES, Filipino, of legal age, and a resident of 952 BATAAN ST. CAMPAJO MANILA, after being daily sworn to in accordance with law, hereby depose and state that:

1. I am currently employed as a temporary faculty member of the Polytechnic University of the Philippines;
2. As part of my undertaking for my current employment status, I am obligating myself to finish a **master's degree relevant to the discipline that I teach, within a period of one (1) year and cannot be extended** from the date of renewal of Temporary status, and I shall bear all expenses for the completion of my graduate studies;
3. I further undertake to submit a progress report and copies of my grades to the concerned officials of the Polytechnic University of the Philippines on a semestral basis;
4. In case of my non-compliance with my undertakings as mentioned in the two (2) preceding paragraphs, I fully agree that my appointment to temporary status shall be nullified, and I shall be reverted back automatically, without prior notice, to my part-time status as a faculty member.
5. This affidavit is executed to attest to the truth of the foregoing statements.

FURTHER, AFFIANT SAYETH NAUGHT.

Affiant



SUBSCRIBED AND SWORN to before me this 04 JUL 2016 day of _____ 20__ at MANILA, Philippines, affiant exhibiting to me his/her _____ ID No. _____, as competent proof of his/her identity.

ATTY. VALERIANO D. RELOS
NOTARY PUBLIC
UNTIL DECEMBER 31, 2016
PTR NO. 4909872 01/05, 2016 MANILA
IBP NO. 949472 10/15, 2014 MANILA IV
FOR THE YEAR 2015 UP TO 2016
ROLL NO. 39993 5/02/95
COMMISSION NO. 2015-022
MALE BORN 02/24/12 4/23/13
1702 PUNTA RAYA, PANGASINAN
PUNTA RAYA, PANGASINAN


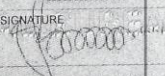


Doc. No. 345
Page No. 70
Book No. 345
Series of 2016




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



 Republic of the Philippines
 Department of Justice
 National Bureau of Investigation
 

This is to certify that the person whose name, picture and print appearing below requested for a CLEARANCE and the results are as follows:

NBI ID NO. M200DRAO37-MA24479821	VALID UNTIL August 09, 2018	
FAMILY NAME MAHAGUAY	FIRST NAME ROLITO	
MIDDLE NAME LACEDA	HUSBAND'S SURNAME	SIGNATURE 
ADDRESS 952 BATAAN ST SAMPALOC MANILA	PLACE OF BIRTH PINAMALAYAN ORIENTAL MINDORO	
DATE OF BIRTH April 01, 1973	CIVIL STATUS MARRIED	GENDER MALE
CITIZENSHIP FILIPINO	PURPOSE LOCAL EMPLOYMENT	 
REMARKS NO RECORD ON FILE	Date Printed: Wednesday, August 09, 2017 09:00 AM Agency MA DATID AVILAS CASIO Ilamadoo BIOD AVILAS O.R. No. 3334027T RECID Q.R. Date 08/09/2017 8:24:59 AM INTID DS PAID PRITID mercena	



 M200DRAO37-MA24479821


ATTY. DANTE A. GIERRAN, CPA
 Director

PERSONAL COPY



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
HUMAN RESOURCE MANAGEMENT DEPARTMENT
Sta. Mesa, Manila

MEMORANDUM

TO : **Engr. ROLITO L. MAHAGUAY**
College of Engineering

SUBJECT : Reversion of Temporary status to Part-time

DATE : June 19, 2017

Please be informed that your request for a *one (1) year extension to finish master's degree was disapproved by the university President as a result of non-compliance to your undertakings.* Since your Temporary appointment as INSTRUCTOR I will expire on June 20, 2017, you are consequently **reverted to part-time faculty and withhold your regular salary and other benefits effective immediately.**

For your information and guidance.


ADAM N. RAMILO
Director

Copy Furnished:
Engr. Guillermo O. Bernabe
Dean, CE

3rd/F South Wing Main Building, A. Mabini Campus, Anonas Street, Sta. Mesa, Manila, Philippines 1016
Telephone: 716-4034 | 716-7832 to 45 local 445 Secretary/Staff 390/280, Computer Section 301 | Email: hrd@pup.edu.ph



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
HUMAN RESOURCE MANAGEMENT

MEMORANDUM

TO : ROLITO L. MAHAGUAY
College of Engineering

DATE : March 14, 2018

Please be informed that your promotional appointment as **Instructor I (SG-12)** with permanent status has been signed/approved by the University President effective **March 14, 2018**.

Please be informed further, that an appointment issued by the appointing authority may be cancelled if the appointee does not assume office or report within thirty (30) calendays days from receipt of the written notice of the appointment.

In this regard, you are hereby **required to report at the HRM Department** on or before **March 21, 2018** to acknowledge receipt copy of your appointment and submit in original, triplicate copies of the following minimum mandatory requirements with mark checks for disbursement:

- [/] Appointment duly approved by the President (Xerox copy)
- [/] Oath of Office (Using CS Form No. 32, Revised 2017)
- [/] Statement of Assets and Liabilities
- [/] Daily Time Record (DTR), (Reg./PT/TS, etc.)
- [/] Certificate of Assumption to Duty (CS Form No. 4, s. 2017)
- [/] Approved Faculty Teaching Assignment (Adjusted with Regular Load)
- [/] Valid NBI Clearance
- [/] GSIS Membership Form
- [/] Philhealth Membership Form
- [/] Medical Examination Form (Attached Medical Examination Result)

For compliance


Atty. JOANNA MARIE A. MAO
Director

AVR/ecf

315 South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716 40 34
(Trunk Line) 335 17 77(Local) 390 ; website: www.pup.edu.ph e-mail: www.hrd@pup.edu.ph

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration
HUMAN RESOURCE MANAGEMENT

MEMORANDUM

TO : ROLITO L. MAHAGUAY
College of Engineering

DATE : February 27, 2018

Please be informed that your recommendation as **Instructor I (SG-12)** with permanent status has been approved by the University President. The qualification requirements for the position are subject to the Qualification Standards set by the Civil Service Commission are as follows:

Education : *Master's Degree relevant to the job*
Experience : *None required*
Training : *None required*
Eligibility : *RA 1080 (for courses requiring BAR or BOARD eligibility)*

In this regard, if you possessed the said requirements please submit the following minimum mandatory documents indicated hereunder with mark checks to the Human Resource Management Department for processing of your appointment.

- Properly Accomplished Personal Data Sheet, (Original/Triplicate Copies using HRIS format)
- Properly Accomplished Position Description Form, (Original/Triplicate Copies using Revised Version No. 1, s. 2017)
- Diploma (Xerox Copy)
- Transcript of Records (Original or Authenticated Copy/If course/s are taken abroad, please submit Certificate of Accreditation from CHED)
- Individual Performance Commitment and Review (IPCR), (January to June/July to December 2017 with VS rating)
- Authenticated Copy of Report of Rating/Xerox copy of PRC valid ID (for courses requiring BAR or BOARD eligibility)
- Oath of Office (Original/Triplicate Copies using CSC Form No. 32, Revised 2017)
- Certified copy of approved Teaching Assignment for the last semester.

For compliance.

received by:

f 3-7-18


ADAM V. RAMILO
Director

315 South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716 40 34
(Trunk Line) 335 17 77(Local) 390 ; website: www.pup.edu.ph e-mail: www.hrd@pup.edu.ph

“THE COUNTRY’S 1ST POLYTECHNICU”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 33-A
Revised 2017

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

Mr./Mrs./ Ms.: **ROLITO L. MAHAGUAY**

You are hereby appointed as INSTRUCTOR I (SG/JG/PG 12)
(Position Title)

under PERMANENT status at the COLLEGE OF ENGINEERING
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of TWENTY TWO THOUSAND ONE HUNDRED FORTY NINE PESOS (P 22,149.00)
pesos per month.

The nature of this appointment is REEMPLOYMENT vice _____
(Original, Promotion, etc.)

N/A, who N/A with Plantilla Item No. PUPB-INST1-556-1998
(Transferred, Retired, etc.)

Page 109.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


EMANUEL C. DE GUZMAN
Appointing Officer/Authority

MAR 14 2018

Date of Signing

CSC ACTION:

DRY SEAL

Authorized Official

Date



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 212
 Revised 2017

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
 Print legibly. Tick appropriate boxes () and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

CS ID No. _____ (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME MAHAGUAY		16. CITIZENSHIP <input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country: N/A	
FIRST NAME ROLITO	NAME EXTENSION (JR., SR) N/A		
MIDDLE NAME LACEDA			
3. DATE OF BIRTH (mm/dd/yyyy) 04/01/1973	4. PLACE OF BIRTH PINAMALAYAN, ORIENTAL MINDORO		
5. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. RESIDENTIAL ADDRESS 952 BATAAN ST. SAMPALOC MANILA MANILA, CITY OF, House/Block/Lot No. _____ Street _____ METROPOLITAN MANILA Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 1008		
6. CIVIL STATUS <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	18. PERMANENT ADDRESS LUMAMBAYAN PINAMALAYAN, ORIENTAL MINDORO House/Block/Lot No. _____ Street _____ PINAMALAYAN, ORIENTAL MINDORO Subdivision/Village _____ Barangay _____ City/Municipality _____ Province _____ ZIP CODE 5208		
7. HEIGHT (m) 1.524	19. TELEPHONE NO. 255-5597		
8. WEIGHT (kg) 65	20. MOBILE NO. 09499239161		
9. BLOOD TYPE B+	21. E-MAIL ADDRESS (if any) rmahaguay@pup.edu.ph		
10. G SIS ID NO. 2004552357			
11. PAG-IBIG ID NO. 105000556432			
12. PHILHEALTH NO. 19-052144514-2			
13. SSS NO. 3-3497-1506-6			
14. TIN NO. 200873689000			
15. AGENCY EMPLOYEE NO. 12189			

II. FAMILY BACKGROUND

SPOUSE'S SURNAME MENDOZA		23. NAME OF CHILDREN (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME MARY GRACE	NAME EXTENSION (JR., SR) N/A	MAHAGUAY, DIA MENDOZA		10/16/2010	
MIDDLE NAME MEREGILLANO		MAHAGUAY, KAI MENDOZA		09/05/2008	
OCCUPATION N/A		MAHAGUAY, BEA MENDOZA		01/25/2001	
EMPLOYER/BUSINESS NAME N/A		MAHAGUAY, ACE MENDOZA		11/28/1997	
BUSINESS ADDRESS N/A					
TELEPHONE NO. N/A					
24. FATHER'S SURNAME MAHAGUAY					
FIRST NAME NORieto	NAME EXTENSION (JR., SR) N/A				
MIDDLE NAME OGBAC					
25. MOTHER'S MAIDEN NAME					
SURNAME LACEDA					
FIRST NAME ROSITA					
MIDDLE NAME OZAR					

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	LUMAMBAYAN ELEMENTARY SCHOOL	PRIMARY EDUCATION	1980	1988	N/A	1988	VALIDICTORIAN
SECONDARY	EASTERN MINDORO INSTITUTE OF TECHNOLOGY AND SCIENCES	HIGH SCHOOL	1988	1993	N/A	1993	WITH HONORS
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES	BACHELOR OF SCIENCE IN COMPUTER ENGINEERING	1993	2001	N/A	2001	N/A
GRADUATE STUDIES	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	MASTER OF SCIENCE IN ENGINEERING-COMPUTER ENGINEERING	2016	2017	N/A	2017	N/A

(Continue on separate sheet if necessary)

SIGNATURE _____ DATE 3/7/18



PUP : 03/07/2018 9:10:00 AM

CS FORM 212 (Revised 2017)

Page 1 of 5



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	COMPUTER ENGINEERING DEPARTMENT	02/14/2018	02/14/2018	8	JUDGE	
	COMPUTER ENGINEERING DEPARTMENT	01/25/2018	01/27/2018	24	MENTOR	
	PUP OFFICE OF THE VICE PRESIDENT FOR RESEARCH EXTENSION AND DEVELOPMENT	12/16/2017	12/16/2017	8	PROJECT FACILITATOR	
	EULOGIO AMANG RODRIGUEZ HIGH SCHOOL	03/22/2017	03/22/2017	8	TRAINOR	
	PUP COLLEGE OF ENGINEERING-BARANGAY 628	12/03/2016	12/03/2016	8	FACILITATOR AND EXTENSIONIST	
	DEPED KAMUNING ELEMENTARY SCHOOL	09/15/2016	09/16/2016	16	CO-ORGANIZER OF THE SCIENCE EXHIBIT	
	PUP-COLLEGE OF ENGINEERING MANAGERS OF INFORMATION TECHNOLOGY	03/29/2016	03/29/2016	8	ADVISER	
(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
<small>Start from the most recent L&D training program and include only relevant L&D training within the last five (5) years for Division Chief/Executive/Managerial positions</small>						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	CCNA ROUTING AND SWITCHING TRACK MODULE 2:IP ROUTING	02/05/2018	02/07/2018	24	Technical	SWEEP (SMART WIRELESS ENGINEERING EDUCATION PROGRAM)
	COLLEGE OF ENGINEERING RESEARCH CAPABILITY TRAINING	11/25/2017	11/25/2017	8	Technical	OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND DEVELOPMENT
	SYSTEMS, APPLICATIONS AND PRODUCTS (SAP)	03/18/2017	03/18/2017	8	Technical	PUP COMPUTER ENGINEERING DEPARTMENT
	SEMINAR ON INTELLECTUAL PROPERTY	12/12/2016	12/15/2016	32	Technical	PUP INTELLECTUAL PROPERTY OFFICE
	ICPEP NATIONAL CONVENTION 2016	11/22/2016	11/25/2016	32	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
	ACADEMIC TEACHING EXCELLENCE COURSE	09/16/2016	09/16/2016	3	Supervisory	BRITISH COUNCIL
	INTERNET OF THINGS	09/14/2016	09/14/2016	8	Technical	PUP, COMPUTER ENGINEERING DEPARTMENT
	SENIOR HIGH SCHOOL TRAINING	05/19/2016	05/20/2016	16	Supervisory	SENIOR HIGH SCHOOL
	FACULTY DEVELOPMENT SEMINARS AND TEAM BUILDING	05/12/2016	05/14/2016	24	Technical	PUP COLLEGE OF ENGINEERING
	ICPEP NATIONAL CONVENTION 2015	11/25/2015	11/27/2015	24	Technical	INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES
	10TH GLOBAL CONGRESS AND CONFERENCE CEREMONY	06/06/2015	06/06/2015	8	Technical	ROYAL INSTITUTION-SINGAPORE
	SMART SWEEP EMERSON	05/25/2015	06/05/2015	80	Technical	SWEEP (SMART WIRELESS ENGINEERING EDUCATION PROGRAM)
	COMMENCEMENT SPEAKER	03/29/2010	03/29/2010	5	Managerial	DEPED LUMABAYAN ELEMENTARY SCHOOL
	CISCO CERTIFIED TRAINING ASSOCIATE	01/22/2007	02/02/2007	80	Technical	FEU-EAST ASIA COLLEGE
(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)		33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)		
	N/A	N/A		NCR BOARD MEMBER OF THE INSTITUTE OF COMPUTER ENGINEERS OF THE PHILIPPINES		
				ROYAL INSTITUTION		
(Continue on separate sheet if necessary)						
SIGNATURE		DATE		3/2/18		





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <p style="text-align: center;">INSTRUCTOR 1</p>	
2. ITEM NUMBER		3. SALARY GRADE	
		SALARY GRADE (SG-12)	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
COMMISSION ON HIGHER EDUCATION		POLYTECHNIC UNIVERSITY OF THE PHILIPPINES	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
COLLEGE OF ENGINEERING		COMPUTER ENGINEERING DEPARTMENT	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
NA	NA	NA	NA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
CHAIRPERSON		DEAN	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Executive / Managerial Supervisors	Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/>	General Public	Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/>
Non-Supervisors	Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/>	Other Agencies	Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/>
Staff	Occasional <input type="checkbox"/> Frequent <input checked="" type="checkbox"/>	Others (Please Specify):	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	Field Work	<input type="checkbox"/>
Field Work	<input type="checkbox"/>	Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
GENERAL OPERATIONS OF THE COLLEGE IN TERMS OF ACADEMIC MATTERS			



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Name of the Individual Performer
MAHAGUAY, ROLITO L.

INDIVIDUAL FINAL OUTPUT		TOTAL POINTS EARNED		NO. ITEM RATINGS		AVERAGE		WEIGHT		WEIGHTED AVERAGE	
STRATEGIC PRIORITY	CORE FUNCTIONS	QUALITY	EFFICIENCY/TIME/LESS	TOTAL							
0	9	13	0	13	4						
15	21	0	0	17	5			4.0000000	80%	3.2000000	
0	0	18	0	18	5			3.6000000	20%	0.7200000	
											3.9200000

INDIVIDUAL FINAL OUTPUT		TOTAL POINTS EARNED		NO. ITEM RATINGS		AVERAGE		WEIGHT		WEIGHTED AVERAGE	
STRATEGIC PRIORITY	CORE FUNCTIONS	QUALITY	EFFICIENCY/TIME/LESS	TOTAL							
0	9	13	0	13	4						
9	21	0	0	17	8			3.7500000	80%	3.0000000	
0	0	18	0	18	5			3.6000000	20%	0.7200000	
											3.7200000

Note: Computed final rating below should be entered in the Summary List of Office Performance Rating for 2017

INDIVIDUAL FINAL OUTPUT		TOTAL POINTS EARNED		NO. ITEM RATINGS		AVERAGE		WEIGHT		WEIGHTED AVERAGE	
STRATEGIC PRIORITY	CORE FUNCTIONS	QUALITY	EFFICIENCY/TIME/LESS	TOTAL							
0	18	26	0	26	8						
24	42	0	0	66	17			3.8823529	80%	3.1058824	
0	0	0	36	36	10			3.6000000	20%	0.7200000	
											3.8258824

Prepared by:
 Engr. *[Signature]* Karsino
 Chairperson
 Computer Engineering Department

Noted by:
 Dr. *[Signature]* O. Bernabe
 Dean
 College of Engineering



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 32
Revised 2017

REPUBLIC OF THE PHILIPPINES
(Name of Agency)

OATH OF OFFICE

I, Rolito Laceda Mahaguay of
942 bataan St. Sampaloc Manila having
been appointed to the position of College of Engineering
Faculty hereby solemnly swear, that I will faithfully discharge to the
best of my ability, the duties of my present position and of all others that I may
hereafter hold under the Republic of the Philippines; that I will bear true faith and
allegiance to the same; that I will obey the laws, legal orders, and decrees
promulgated by the duly constituted authorities of the Republic of the Philippines;
and that I impose this obligation upon myself voluntarily, without mental reservation
or purpose of evasion.

SO HELP ME GOD.


Rolito L. Mahaguay
(Signature over Printed Name
of the Appointee)

Government ID: UMID MULTIPURPOSE ID
ID Number : 003-3497-1506-6
Date Issued : N/A

Subscribed and sworn to before me this 7th day of March, 2018
in PUP-Sta. Mesa, Philippines.

(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Name of Faculty/Applicant	SE	2013-2014			2014-2015			2015-2016			Average of 2015-2018	SE%	SE% OF 2015-2018 Average
		1st Sem 13-14	2nd Sem 13-14	Average of 14-15	1st Sem 14-15	2nd Sem 14-15	Average of 14-15	1st Sem 15-16	2nd Sem 15-16	Average of 15-16			
1 Ado, Remedios G.	ST	95.2550	85.2390	90.2470	94.3297	96.1236	95.1236	87.2390	91.6813	90.7527	30	27.2258	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	30	30	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		97.2258
2 Cansino, Julius S	ST	85.3652	88.5440	86.9546	77.4652	68.5440	74.0440	88.7854	68.5440	79.2642	30	23.7793	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	30	29.0000	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		92.7793
3 Fernando, Rignald D.	ST	87.1200	82.7574	84.9387	81.1200	89.7854	85.4527	85.1200	88.7854	86.9527	30	25.35254	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	30	29	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		94.35254
4 Mahaguay, Rolito L.	ST	100.0000	100.0000	100.0000	100.0000	89.1130	94.5565	91.9256	88.9634	90.3945	30	28.4951	
	SU	100.0000	100.0000	100.0000	100.0000	87.6000	93.8000	100.0000	100.0000	97.9333	30	29.38	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		97.8751
4 Natividad, Ferdinand C.	ST	86.4844	74.3688	80.4266	72.4544	73.3688	72.9116	66.4844	74.3688	70.4266	30	22.37648	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	96.2667	30	28.88	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		91.25648
5 Oquindo, Florinda H.	ST	85.3218	87.3786	86.3502	82.4518	84.3786	83.4152	80.5418	77.3786	78.9602	30	24.87256	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	96.6667	30	29	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		93.87256
6 Tenerife, Pedrito Jr., M.	ST	85.2369	80.0114	82.6242	81.3296	85.0114	83.1705	83.3696	82.0114	82.6905	30	24.848515	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	30	30	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		94.848515
7 Velasco, Antonio Y	ST	74.1268	75.1195	74.62315	72.0680	79.0925	75.5803	73.068	77.0950	75.0815	30	22.52849	
	SU	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	96.6667	30	29	
	S	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
	P	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	100.0000	20	20	
											QCE		91.52849

Prepared by:

 Engr. Julius S. Cansino
 Chairman
 Computer Engineering Department





**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

2018 205 811

February 14, 2018

Dr. Emanuel C. De Guzman
University President

Thru: **Dr. Herminia E. Manimtim**
Executive Vice President

Dr. Manuel M. Muhi
Vice President for Academic Affairs

Sir:

This is to humbly recommend ENGR. ROLITO L. MAHAGUAY for permanency to the university roster of faculty.

Engr. Mahaguay had been serving as faculty member of the Computer Engineering Department since June 2012 and was appointed as Temporary Regular on June 15, 2014. He was appointed as the CpE Lab Head on Sept. 1, 2014. In compliance to the CS Memorandum No. 10 s. 2012 and to the Affidavit of Undertaking of the University, he was able to complete his Master of Science in Engineering major in Computer Engineering and was conferred graduate during the PUP Mid-Year Commencement Exercise on December 12, 2017.

Attached herewith are the documents required under the Memorandum Order No. 040, Series of 2015 for the change of status for your perusal as follows:

1. Curriculum Vitae
2. Ad Hoc Committee Evaluation Result
3. Faculty Evaluation Result for Second Semester SY 2016-2017 and First Semester SY 2017-2018.
4. Service Record
5. Certification of Grades and Certificate of Candidacy for Graduation (pending release of TOR and Diploma)
6. Certification of no pending administrative and/or criminal case

Thank you in advance and more power!

Respectfully,

Engr. JULIUS S. CANSINO
Chairperson, Computer Engineering Department

Dr. GUILLERMO O. BERNABE
Dean, College of Engineering

Office of the Vice President for Academic Affairs (OVPA)	
Received by: <u>JEM/ll</u>	
Date: <u>2/14/18</u>	Time: <u>5:10 pm</u> am/pm



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
DEPARTMENT OF COMPUTER ENGINEERING

February 6, 2018

Dr. Emanuel C. De Guzman
President
This University

THRU: Dr. Herminia E. Manimtim
Executive Vice President

Dr. Manuel M. Muhi
Vice President for Academic Affairs

Dear Sir:

Greetings!

For more than 5 years, I have been given a chance to carry out noble duties of this institution, from being a part time faculty for 2 years and a Laboratory Head of Computer Engineering Department with temporary status for more than three years, and in giving educational opportunity to deserving youth from different places of the country. It is truly a great chance for me to have imparted my knowledge and expertise in aiding our students to attain their goals and help improve their lives. Imbued with the spirit of further extending my services in realizing our institution's goals, I am thus applying for a regular position.

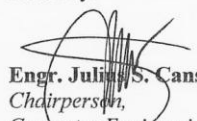
My aspiration to further commit myself to this institution was driven by two things; first is the institution's commitment to enhance the professional growth of their faculty members, second is the opportunity given to teachers to sharpen their students to become competent, reliable members of the community, and responsible citizens of our country. If I will be given a chance, I would like to exhibit my passion in teaching as I have served as a faculty member in FEU – Institute of Technology under Computer Engineering Department for eleven years and as the Department Chairperson in University of Perpetual Help – Molino for three years. Equipped with the knowledge that I have learned from graduate school with the degree Masters of Science in Engineering with specialization in Computer Engineering, I know too well that I have enough competencies to share with my students.

Hoping high that this application merits your consideration and approval.

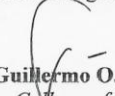
Very Truly Yours,


Engr. Rolito L. Mahaguay

Noted by:


Engr. Julius S. Cansino
Chairperson,
Computer Engineering Department

Recommending Approval:


Dr. Guillermo O. Bernabe
Dean, College of Engineering

3RD Floor CEA Building NDC Compound, Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 7135968; website:www.pup.edu.ph
e-mail:coe@pup.edu.ph/pup.coe.org

“THE COUNTRY'S 1ST POLYTECHNICU”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 OFFICE OF THE DEAN

**EVALUATION CRITERIA FOR CHANGE OF FACULTY STATUS
 (FROM PART - TIME TO TEMPORARY/PERMANENT)**

Name of Faculty being evaluated: _____

A. Educational and Professional Aspect (60%)
 Minimum Score is 45%

- | | |
|---|-----------|
| 1. Teaching Ability (25%) | <u>23</u> |
| 2. Research Competence and Productivity (15%) | <u>13</u> |
| 3. Evidence of Educational Interest and Academic Growth (10%)
(enrolment to graduate studies and attendance to seminars and trainings) | <u>10</u> |
| 4. Professional Accomplishments (10%)
(awards received, authored books and other instructional material and creative writings, membership and officership to professional organizations) | <u>10</u> |

B. Dedication and Behavior Aspect (40%)
 Minimum Score is 30%

- | | |
|--|-----------|
| 1. Dedication to Service (15%)
(participation to university, college/branch/campus, Department function and activities) | <u>15</u> |
| 2. Moral Integrity (25%)
(good personal character and conduct) | <u>25</u> |

TOTAL: 96%

EVALUATED BY:

Remedios J. Ado
 (Signature over Printed name)

ENGR. M. SANCINO
 Chairperson

[Signature]
 Dean

AD Hoc Committee

"THE COUNTRY'S 1ST POLYTECHNIC U"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
 OFFICE OF THE DEAN

**EVALUATION CRITERIA FOR CHANGE OF FACULTY STATUS
 (FROM PART - TIME TO TEMPORARY/PERMANENT)**

Name of Faculty being evaluated: _____

A. Educational and Professional Aspect (60%)
 Minimum Score is 45%

- | | |
|---|-----------|
| 1. Teaching Ability (25%) | <u>23</u> |
| 2. Research Competence and Productivity (15%) | <u>13</u> |
| 3. Evidence of Educational Interest and Academic Growth (10%)
(enrolment to graduate studies and attendance to seminars and trainings) | <u>10</u> |
| 4. Professional Accomplishments (10%)
(awards received, authored books and other instructional material and creative writings, membership and officership to professional organizations) | <u>10</u> |

B. Dedication and Behavior Aspect (40%)
 Minimum Score is 30%

- | | |
|--|-----------|
| 1. Dedication to Service (15%)
(participation to university, college/branch/campus, Department function and activities) | <u>15</u> |
| 2. Moral Integrity (25%)
(good personal character and conduct) | <u>25</u> |

TOTAL: 96 2/3

EVALUATED BY:

Daniel M. Cruz

(Signature over Printed name)

ENGR. JUDITH CARLOS
 Chairperson

[Signature]
 Dean

AD Hoc Committee

"THE COUNTRY'S 1ST POLYTECHNIC U"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
OFFICE OF THE DEAN

EVALUATION CRITERIA FOR CHANGE OF STATUS
(FROM PART-TIME TO TEMPORARY/PERMANENT)

A. Educational and Professional Aspect

Minimum Score is 45%

1. Teaching Ability	25%	<u>25</u>
2. Research Competence and Productivity	15%	<u>10</u>
3. Evidence of Educational Interest and Academic Growth (enrolment to graduate studies and attendance to seminars and trainings)	10%	<u>10</u>
4. Professional Accomplishments (awards received, authored books and other instructional material and creative writings, membership and officership to professional organizations)	10%	<u>5</u>

B. Dedication and Behavior Aspect

Minimum Score is 30%

1. Dedication to Service (participation to university, college/branch/campus, department function and activities)	15%	<u>15</u>
2. Moral Integrity (good personal character and conduct)	25%	<u>25</u>

TOTAL 90

Evaluated By:

DR. MARIANITO P. GALLEGO, JR.

Noted By:

ENGR. JULIUS CANSINO
 CPE/Chairperson

DR. GUILLERMO O. BERNABE
 Dean, College of Engineering

SECOND FLOOR, COLLEGE OF ENGINEERING AND ARCHITECTURE BUILDING, ANONAS ST., COR. PUREZA ST., STA. MESA, MANILA
 Tel no: 716-6273 ; Fax no: 713-8350 ; E-mail: gobernabe@pup.edu.ph

“THE COUNTRY’S 1ST POLYTECHNIC U”







**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

Republic of the Philippines
Department of Justice
National Bureau of Investigation

39612538

This is to certify that the person whose name, picture and print appearing below requested for a CLEARANCE and the results are as follows:

NBI ID NO M200DRAO37-MA24479821	VALID UNTIL August 09, 2018	
FAMILY NAME MAHAGUAY	FIRST NAME ROLITO	
MIDDLE NAME LACEDA	HUSBAND'S SURNAME	SIGNATURE 
ADDRESS 952 BATAAN ST SAMPALOC MANILA	PLACE OF BIRTH PINAMALAYAN ORIENTAL MINDORO	
DATE OF BIRTH April 01, 1973	CIVIL STATUS MARRIED	
CITIZENSHIP FILIPINO	GENDER MALE	
PURPOSE LOCAL EMPLOYMENT		
REMARKS NO RECORD ON FILE		

PERSONAL COPY

Date Printed: Wednesday, August 09, 2017 09:00 AM

Agency	MA	DATID	AVILAS
CASID	Ilamadoo	BIOID	AVILAS
O.R No	3334027T	RECID	
O.R. Date	08/09/2017 8:24:59 AM	INTID	
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ATTY. DANTE A. GIERRAN, CPA
Director

M200DRAO37-MA24479821



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Academic Affairs
OPEN UNIVERSITY SYSTEM
INSTITUTE OF NON-TRADITIONAL STUDY PROGRAM &
EXPANDED TERTIARY EDUCATION EQUIVALENCY AND ACCREDITATION PROGRAM

CTS # 2019 892 694

January 21, 2019

To: Dr. Manuel M. Muhi
Vice-President for Academic Affairs
This University

Thru: Dr. Guillermo O. Bernabe
Chair, PASUC Evaluation Committee

Dear Dr. Muhi;

Greetings!

I am one of the Faculty members of the Computer Engineering Department under the College of Engineering and joined the college since June 2012. I was appointed as *Instructor I* with *Temporary Permanent* status last June 2014, and *Permanent* status last March 12, 2018. I served as *Computer Engineering Laboratory Head* from September 1, 2014 to July 31, 2017. I am presently designated as *Chief Academic Assessor* of the Institute of No-Traditional Study Program of the Open University System.

I obtained my Bachelor of Science in Computer Engineering in Technological Institute of the Philippines in October 2001 and *Master of Science in Engineering with specialization in Computer Engineering* in *Polytechnic University of the Philippines-Graduate School* on December 12, 2018 and I also plan to continue my studies in doctorate degree.

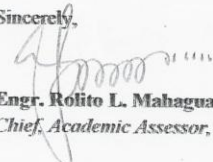
The undersigned is an Academician for almost 16 years since 2003. I was a Faculty in FEU-Institute of Technology for 11 years and was a faculty cum Chairperson in University of Perpetual Help-Molino. I received 9 Teaching Excellence Award in FEU-Tech and a consistent Outstanding faculty in the student evaluation.

In this regard, I would like to request for the re-evaluation and approval for my **Change of Rank Status**. Attached herewith are my credentials and other supporting documents for the process.


Hoping high that this request merits your consideration and approval regarding this matter as we continue to work hand in hand in promoting upright public service and in pursuit of academic excellence.

Thank you very much.

Sincerely,


Engr. Rolito L. Mahaguay
Chief, Academic Assessor, INE

Recommending for Approval:


Dr. Remedios G. Ado
Dean, College of Engineering
Director, Institute of Non-Traditional Study Program

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS (OVPA)	
PUP STA. MESA, MANILA	
Received by	UGM
Date	2/1/19 Time 7:20 pm



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

CS Form No. 33-A
Revised 2017

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

Mr./Mrs./ Ms.: **ROLITO L. MAHAGUAY**

You are hereby appointed as INSTRUCTOR I (SG/JG/PG 12)
(Position Title)
under PERMANENT status at the COLLEGE OF ENGINEERING
(Permanent, Temporary, etc.) (Office/Department/Unit)
with a compensation rate of TWENTY TWO THOUSAND ONE HUNDRED FORTY NINE PESOS (P 22,149.00)
pesos per month.

The nature of this appointment is REEMPLOYMENT vice _____
(Original, Promotion, etc.)
N/A, who N/A with Plantilla Item No. PUPB-INST1-556-1998
(Transferred, Retired, etc.)
Page 109.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,


EMANUEL C. DE GUZMAN
Appointing Officer/Authority

MAR 14 2018

Date of Signing

CSC ACTION:

DRY SEAL

Authorized Official

Date