



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PE J. 1.3

I.2. The institution supports the professional growth of the faculty through attendance in educational lectures, symposia, seminars workshops, conferences, and other forms of training.

Documents attached:

- MEMORANDUM ORDER NO. 15, SERIES OF 2019
- REQUEST FOR CCNA R&S: ROUTING AND SWITCHING ESSENTIAL TRAINING
- CCNA ROUTING AND SWITCHING: ROUTING AND SWITCHING ESSENTIALS
- SPECIAL ORDER NO. 1083, S.2019
- CERTIFICATE OF REGISTRATION
- CERTIFICATE OF INCORPORATION
- REQUEST FOR TRAINING-WORKSHOP ON OUTCOMES-BASED QUALITY ASSURANCE
- AUTHORITY TO ATTEND
- CERTIFICATION OF TRAVEL COMPLETED
- CERTIFICATE OF APPEARANCE



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COMPUTER ENGINEERING DEPARTMENT



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

PUP - Central Records Section	
Received by: <i>Roberto S. Palillo</i>	
JUL 02 2019	<i>5:40</i>
Date:	Time:

MEMORANDUM ORDER
No. 15, Series of 2019

TO : ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

SUBJECT: 2019 REVISED GUIDELINES ON THE PARTICIPATION OF OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES IN STAFF DEVELOPMENT, SEMINAR AND TRAINING ACTIVITIES

DATE : July 2, 2019

1.0 Rationale and Objectives

This set of guidelines is established to provide support in the professional growth of officials, faculty members, and administrative employees of the Polytechnic University of the Philippines (PUP) as well as guidance in the grant of this support, including the submission of post activity 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, 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 request for and approval of the request for the conduct of and participation in staff development and training activities;
- 1.3 Provide a set of rules and procedures to be followed in complying with the government accounting and auditing rules and regulations before, during and after the conduct of or participation in the staff development or training activity.

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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;
- 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 endeavour;
- 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. It may be a strategic planning, annual action planning, mid-year or 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;
- 3.7 Calibrated Plan refers to the adjusted annual target/commitment of the college/office/department/branch/campus upon conduct of assessment of mid-year accomplishments against target/commitment;
- 3.8 Re-entry Plan refers to the application of the learnings gained from intensive trainings/seminars attended which shall be committed to be accomplished by the concerned official / faculty member / administrative employee;
- 3.9 Competencies are observable, measurable and vital knowledge, skills and attitudes that are translations of capabilities deemed essential for organizational success;
- 3.10 Core Competencies are characteristics that collectively lead to desired outcomes in the organization. Sometimes referred to as foundational or organizational competencies, these consist of behaviours that everyone in the organization must possess regardless of function because they drive overall desired results;

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3.11 Functional/Technical Competencies are behaviours or abilities that pertain to a specific body of knowledge and skills required to perform a function or job. It includes abilities to use procedures, techniques and knowledge of a specialised field. These are linked to job roles and the way in which they interact with other roles.

3.12 Leadership Competencies are knowledge, skills and behaviours needed to perform management/leadership functions and processes. These are expected of individuals who supervise staff, or who work through others or a team to get the job done.

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, faculty members and administrative employees shall commit to attend/participate in at least eight (8) hours of job-related trainings and thirty-two (32) hours staff development activities. These commitments shall be stated in their respective Individual Performance Commitment and Review (IPCR) in the area of Human Resource Development under Strategic Priority.

4.3 The University shall implement a competency-based learning and development program. University officials, faculty members, and administrative employees shall attend/participate in trainings/seminars that will increase the level of their core, functional/technical, and leadership competencies;

4.4 University officials, faculty members, and administrative employees maybe authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by Non-Government Organizations (NGOs) 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;

4.5 Staff Development Activities Sponsored by Private Organizations (POs) and Non-Government Organizations (NGOs):

4.5.1 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 per participant as prescribed in NBC 563. Any amount in excess of the prescribed rate shall be at the expense of the participant.

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- 4.5.2 In case where the convention/conference/seminar is held outside the fifty (50) Kilometer radius from the permanent official station, authorized participants may be entitled to transportation expenses and Daily Travel Expense (DTE) as authorize under Executive Order No. 77;
- 4.5.3 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;
- 4.5.4 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;
- 4.6 Staff Development Activities Sponsored by Government Organizations (GOs) and Training Activities Sponsored by Government Organizations (GOs), Private Organizations (POs) and Non-Government Organizations (NGOs);
- 4.6.1 Seminars, conferences and the like that are conducted or organized by government institutions, including trainings conducted by government institutions or NGOs/POs that 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 Fifteen Thousand Pesos (PhP15,000.00) for 2019 and Twenty Thousand Pesos (PhP20,000.00) for the succeeding years per activity/function;
- 4.6.2 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;
- 4.7 Planning Activities
- 4.7.1 The conduct of annual action planning activity shall be ONCE for each year within the months of October and November. 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 allocation for each employee of the office/department based on the actual attendance and subject to the availability of funds;
- 4.7.2 A transportation allowance shall be provided to each participant in the amount of One Thousand Five Hundred Pesos (P1,500.00) 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;

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- 4.7.3 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;
- 4.7.4 Mid-year assessment planning shall be conducted by the office/department which shall not exceed two (2) days. For Campuses located within Metro Manila, the assessment planning activity shall be conducted within the National Capital Region (NCR). In the case of Branches and Campuses outside Metro Manila, the assessment planning activity shall be conducted within the city or municipality where the branch or campus is located.
- 4.7.5 For mid-year assessment-planning, the University shall provide meal allowance of Four Hundred Fifty Pesos (PhP450.00) 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;
- 4.7.6 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 planning/development planning;
- 4.7.7 Post Planning/Assessment report shall be submitted within fifteen (15) calendar days from the last day of the activity. This shall include the narrative report, certificate/s of participation / attendance / completion, photo documentation and copy of the outputs of the planning activity as follows:
- 4.7.7.1 For Mid-Year Assessment Planning
 - 4.7.7.1.1 Assessment Report;
 - 4.7.7.1.2 Calibrated Plan;
 - 4.7.7.2 For Annual Action Planning
 - 4.7.7.2.1 Action Plan
 - 4.7.7.2.2 Project Procurement Management Plan (PPMP) for the ensuing year;
- 4.7.8 The sector duly acknowledged reports shall be submitted to the Human Resource Management Department (HRMD) as basis for the issuance of Certificate of Compliance. HRMD shall transmit to the Institutional Planning Office (IPO) the said calibrated and action plans

Offices shall also provide Sector Heads of the copy of the outputs of the planning activity.

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4.8 Other Provisions

4.8.1 University Officials, faculty members, and administrative employees may be allowed to attend at most two (2) national conferences and one (1) international conference 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.

In case of international travel, the participant must comply with Executive Order No. 77, Series of 2019 – Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, Commission on Higher Education (CHED) Guidelines for Securing Authority to Travel Abroad for State Universities, Colleges, PUP Memorandum Order No. 25, Series of 2018 and other related issuances;

4.8.2 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;

4.8.3 For the attended seminar/training, a Post Activity Report shall be submitted to the HRMD–Training and Development Section within fifteen (15) calendar days upon completion of the activity. The report shall include the narrative of the proceedings, photo documentation, certificates of attendance / participation / completion, evaluation of the learning service provider and re-entry plan of the personnel involved;

4.8.4 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 and Development Section within fifteen (15) working days upon conduct of the echo seminar/sharing;

4.8.5 All requests for participation/attendance to staff development, seminar and training activities will be subject to the evaluation and recommendation of the Human Resource Management Department (HRMD) – Training and Development Section prior to its endorsement to the Sector Vice President;

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- 4.8.6 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 Vice President for Finance, upon recommendation of the concerned Vice President;
- 4.8.7 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;
- 4.8.8 The number of recommended employees in an administrative office who will attend the same trainings/seminars shall not exceed twenty percent (20%) of the manpower complement of the office. However, the requesting office may seek exemption subject to the approval of the Vice President for Administration (VPA) provided that the operational efficiency of the office will not be hampered;
- 4.8.9 The Human Resource Management Department (HRMD) shall issue office memorandum concerning re-echo seminar, re-entry plan and submission of reports.

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:
- 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 shall be submitted to the HRMD Training and Development Section for evaluation and recommendation at least one (1) month prior to the conduct of the activity;
- 5.3 Request (including documentary requirements as listed in item 6.0 of this set of guidelines) shall be evaluated first by the HRMD Training and Development Section, and shall be endorsed to the concerned sector head for recommendation to the President for approval, thru the Vice President for Finance, if necessary;

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- 5.4 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 Planning Activity

- 6.1.1 Request Letter;
- 6.1.2 Project Proposal;
- 6.1.3 Course Outline / Program of Activities and Itinerary;
- 6.1.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Activity Report or No Pending Submission of Post Activity Report;
- 6.1.5 Certificate of Compliance from the Internal Audit Office (IAO) on the submission of Post-Planning Activity Report;
- 6.1.6 Canvass of at least three (3) venues within the area (For conduct of out-of-campus staff development or training activity);
- 6.1.7 Skeletal force letter (indicating the name of staff/s assigned to handle office transactions during the Planning/Staff Development Activity); and
- 6.1.8 Budgetary Requirements using the Budget Services Office (BSO) prescribed form.

6.2 Seminar / Training / Conference

- 6.2.1 University Prescribed Application and Recommendation Letter (Annex A);
- 6.2.2 Course Description, Course Objectives, and Course Outline/ Program of Activities;
- 6.2.3 Human Resource Management Department (HRMD) Evaluation and Recommendation;
- 6.2.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Activity Report or No Pending Submission of Post Activity Report;
- 6.2.5 Canvass of at least three (3) venues within the area (For conduct of out-of-campus staff development or training activity);
- 6.2.6 Invitation of sponsoring agency/organization (containing the amount of registration fee, date of activity and venue); and
- 6.2.7 Budgetary Requirements using the Budget Services Office (BSO) prescribed form.

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7.0 Sanctions

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.

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 June 21, 2019.

CONTROLLED COPY


Signed by: _____ Date: 7-2-19


EMANUEL C. DE GUZMAN, PhD
President

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Request for CCNA R&S: Routing and Switching Essential Training



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2019589617

February 27, 2019

Ms. MARISSA LEGASPI
 OIC - President
 This University

Dear Madam:

The CISCO Philippines will be conducting an instructor training on **CCNA 2 Routing and Switching: Routing and Switching Essentials** on **April 1 -5, 2019** from **8am to 5pm** at **De La Salle University - Dasmariñas Campus**. The Computer Engineering Department would like to attend the said training; may I request for the issuance of a special order for the participation on official time of the following administrative employee/s in the said activity:

Name of University Official/Faculty Member/Administrative Employee	Position/Designation	Core Function/s (as reflected in the employee's IPCR or office's OPCR) that is/are related to the activity	In what specific way/s will the participation of the employee/s in the activity help improve the performance of the identified core functions?*
1. Engr. Julius S. Cansino	Chairperson, Computer Engineering Department	Higher Education Services	3. To Familiarize with the latest trend on Routing and Switching Concepts
2. Engr. Ferdinand Natividad	Chief Inspector, Internal Auditor Office		4. To equipped the participant with the latest trend of Routing Protocols used in the Industry
3. Engr. Pedrito Tenerife Jr.	Chief, LMS - PUP Open University		5. To adopt the latest CISCO course and implement in our Course Curriculum

323 CEA Building, NDC Compound Pureza corner Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 71959687 website: www.pup.edu.ph

Polytechnic University of the Philippines
 Office of the Vice President for Finance
 Received by: *[Signature]*
 Date: 3/4/19

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OFFICE OF THE VICE PRESIDENT FOR
 ACADEMIC AFFAIRS (OVFAA)
 PUP STA. MESA, MANILA
 Received by: *[Signature]*
 Date: 2/1/19 Time: 2:30 am



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Also, may I seek approval that the Registration fee amounting to Fifteen Thousand Pesos (P 15,000.00) per head including actual traveling expense, and the per diem of each participant be borne by the University.


Attached herewith is the invitation from CISCO Ph.

For your approval, sir. Thank you very much.

Very truly yours,


Dr. Remedios G. Ado
OIC-Dean, College of Engineering

I have diligently reviewed and evaluated the above-stated recommendation and found it necessary and consistent with existing University rules and regulations. I, therefore, recommend approval of the same.


Dr. Manuel M. Muhi
Vice President for Academic Affairs

303 CEA BLDG. NDC Compound, Pureza corner Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 7135968; website: www.pup.edu.ph



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CNAP Core Council
of the Philippines



Dear Academy Main Contact and Instructors:
The Cisco PH Instructor Training Center invites you to attend our **CCNA 2 Routing and Switching: Routing and Switching Essentials** for April 2019.

CCNA 2: Routing and Switching Essentials
Chapter Topics

1. Routing Concepts
2. Static Routing
3. Routing Dynamically
4. Switched Networks
5. Switch Configuration
6. VLANs
7. Access Control Lists
8. DHCP
9. NAT for IPv4
10. Device Discovery, Management and Maintenance

Available Training Date:

- April 1-5, 2019 at **DLSU-Dasmariñas**

Training Fee: P15,000 (inclusive of training meals, access to Cisco Netacad tools and resources, certificate of completion)

Register for Training on this Link:

<https://google.com/forms/T9AZ1aJtAGink572>

on or before 07 Mar 2019

Email for inquiry:

goavendano@c3p.org.ph

-
1. **On-site payment is encouraged.**
 2. **For check payment, please make the check payable to:**
CNAP Core Council of the Philippines C3P Inc.
 3. **For bank deposit; BPI Current (Checking) account number: 4951-0064-89**
 4. **No refund will be given if a participant misses training but transferrable to the next training schedule.**
 5. **For new instructors:** please ensure that your Main Contact has created your instructor's account prior to attending the training.
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III. Recommendation

The enhancement of the competencies of the faculty members forms part of the University's implementation of a competency-based human resource management and development system and the technical/functional competency that will be developed by the recommended participants during the training will improve the ability of the faculty members in providing up to date trends in their field of specialization thus improving the instructional performance of the concerned faculty members of the University.

In view of the above, the participation of the faculty members from the College of Engineering in the CCNA 2 Routing and Switching : Routing and Switching Essentials is recommended.

Prepared by:


IRENEO C. DELAS ARMAS, JR.
Chief, Training and Development Section

Noted:


ATTY. JOANNA MARIE R. LIAO
Director



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PUP - Central Records Section
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APR 12 2019 7:20 PM
Date: _____

PUPCTS No. 2019-589617

2019 112223

April 8, 2019

SPECIAL ORDER
No. 1083, s. 2019

In the interest of the service, the herein-named *officials, College of Engineering*, this University, were authorized to attend on official time the **CCNA 2 Routing and Switching Essentials** conducted by the CISCO Philippines held at De La Salle University - Dasmariñas Campus on April 1-5, 2019:

- 1. Engr. Julius S. Cansino
- 2. Engr. Ferdinand O. Natividad
- 3. Engr. Pedrito Tenerife Jr.

The registration fee amounting to FIFTEEN THOUSAND PESOS ONLY (P15,000.00) each, actual transportation and 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 fee and a report of proceedings to the Human Resource Management Department in thirty (30) working days from receipt of this order.

CONTROLLED COPY

EMANUEL C. DE GUZMAN, PhD
President

Signed by: [Signature] Date: 4-12-19

Copy furnished:

- Office of the President Smaw 4/13
- Executive Vice President 4/13
- Vice President for Academic Affairs 4/13
- Vice President for Administration 4/13/19
- Vice President for Finance 4/13
- Vice President for Student Affairs and Services 4/13
- Vice President for Research, Extension and Development 4/13
- Vice President for Branches and Campuses 4/13
- COA Auditor 4/13
- Director, Internal Audit Office 4/13
- Director, Accounting Department 4/13
- Director, Fund Management Office 4/13
- Director, Budget Services 4/13
- Director, Human Resource Management Department 4/13
- Dean, College of Engineering 4/13
- Chief, Payroll Section 4/13
- Acting Chief, Records Section/201 files 4/13
- Personnel Concerned 4/13

POLYTECHNIC UNIVERSITY OF THE PHILIPPINE
ACCOUNTING DEPARTMENT
RECEIVED BY: [Signature]
DATE: 4/22/19 TIME: 8:00 PM

/mca
PUP A, Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
Direct Line: 716-4034 | Trunk Line: 335-1787 or 335-1777
Website: www.pup.edu.ph

THE COUNTRY'S 1ST POLYTECHNICU





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POST ACTIVITY REPORT
CCNA2 Routing and Switching Essentials
DLSU- Dasmariñas, Cavite
April 1 – 5, 2019

Introduction:

This course describes the architecture, components, and operations of routers and switches in a small network. The participants learned how to configure a router and a switch for basic functionality. At the end of this course, the participants were able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks. The participants completed the Routing and Switching Essentials course were able to perform the following functions:

- Implement DHCP on a router.
- Implement network address translation (NAT).
- Implement access control lists (ACLs) to filter traffic.
- Determine how a router will forward traffic based on the contents of a routing table.
- Implement static routing.
- Explain how switching operates in a small to medium-sized business network.
- Configure Ethernet switch ports.
- Implement VLANs.
- Use monitoring tools and network management protocols to troubleshoot data networks.
- Configure monitoring tools available for small to medium-sized business networks.
- Configure initial settings on a network device.

Detailed Day-by-Day Training Report:

DAY 1 – April 1, 2019 VENUE: CCS LAB 6 DLSU-Dasmariñas Campus

On day 1 of our training in the AM session, the following topics were discussed by our Trainor from C3P, Sir Arthur Ollanda, Router Concepts which covers the routers initial configuration, router decision, and router operation. Aside from the lecture, the participants also perform online hands-on practice using the software, Packet Tracer. In the afternoon session, our trainor discussed Static Routing which includes the following: how static route are implemented on the router, configuring static and default route, troubleshooting static and default routing.

DAY 2 – April 2, 2019 VENUE: CCS LAB 6 DLSU-Dasmariñas Campus

On day 2 of our training, in the morning session, the trainor discussed again important concepts on dynamic routing. He discussed to us the importance and configuration and implementation of dynamic routing protocol such as RIP and RIP2. He also discussed the routing table. In the afternoon session, He delivered a topic on Switched network. The usual the participants were given with Packet tracer activity to validate the topics that were discussed for the day.



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

DAY 3 – April 3, 2019 VENUE: CCS LAB 4 DLSU-Dasmariñas Campus

On day 3 of our training, in the morning session, trainor gave a new discussion on Virtual Local Area Network (VLAN) which can be implemented on CISCO switches. He demonstrated to the class through the software Packet Tracer how to create and implement VLAN. In the afternoon, the class went on actual Lab Exercises using the actual physical components Routers and Switches.

DAY 4 – April 4, 2019 VENUE: CCS LAB 4 DLSU-Dasmariñas Campus

On day 4 of our training, in the morning session, the participants continued their Actual Lab Exercises using the physical components such as routers and switches. The group configured and connected all the computers as host connected to the network and have it checked to our trainor. In the afternoon, our trainor continued discussion another topic on Access Control List which is one way of provided security over the network by enabling and disabling connection between routers and switches over the network. Our trainor also discussed the Dynamic Host Configuration Protocol. He let the group configure and setup network connection via the Packet Tracer and implement corresponding Access Control List (ACL) mode.


DAY 5 – April 5, 2019 VENUE: CCS LAB 6 DLSU-Dasmariñas Campus

On the last day of the training, our trainor discussed the Dynamic Host Configuration Protocol. He taught us how to configure and implement Dynamic Host Protocol. He also discussed Network Address Translation for IPV4 which is easy to configure and implement over the network. In the afternoon, our trainor gave his last group practical exam where the participants are group into two. We are given a network topology to be configured and implemented. In the late afternoon, the group took a lot of photo opportunity and bid farewell to the other participants.

Prepared by:


Engr. Julius S. Cansino
Chairperson, CoE-Department


Engr. Ferdinand O. Natividad
Inspection Chief, Internal Audit


Engr. Pedro M. Tenerife Jr.,
Chief, eMapini LMS Portal



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Cisco Networking Academy

Certificate of Course Completion

CCNA Routing and Switching: Routing and Switching Essentials

The student has successfully achieved student level credential for completing CCNA Routing and Switching: Routing and Switching Essentials course administered by the undersigned instructor. The student was able to proficiently:

- Determine how a router will forward traffic based on the contents of a routing table.
- Explain how switching operates in a small to medium-sized business network.
- Use monitoring tools and network management protocols to troubleshoot data networks.
- Configure monitoring tools available for small to medium-sized business networks.
- Configure initial settings on a network device.
- Configure Ethernet switch ports.
- Implement VLANs.
- Implement static routing and RIPv2.
- Implement DHCP on a router.
- Implement network address translation (NAT).
- Implement access control lists (ACLs) to filter traffic.

Julius Cansino

Student

Core Council of the Philippines

Academy Name

Philippines

Location

Arthur Ollanda

Instructor

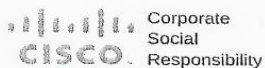
May 22, 2019

Date


Instructor Signature



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Certificate of Course Completion

Cisco Networking Academy

CCNA Routing and Switching: Routing and Switching Essentials

The student has successfully achieved student level credential for completing CCNA Routing and Switching: Routing and Switching Essentials course administered by the undersigned instructor. The student was able to proficiently:

- Determine how a router will forward traffic based on the contents of a routing table.
- Explain how switching operates in a small to medium-sized business network.
- Use monitoring tools and network management protocols to troubleshoot data networks.
- Configure monitoring tools available for small to medium-sized business networks.
- Configure initial settings on a network device.
- Configure Ethernet switch ports.
- Implement VLANs.
- Implement static routing and RIPv2.
- Implement DHCP on a router.
- Implement network address translation (NAT).
- Implement access control lists (ACLs) to filter traffic.

Pedrito Tenerife Jr.

Student

Core Council of the Philippines

Academy Name

Philippines

Location

Jun 3, 2019

Date

Arthur Olanda

Instructor

Arthur Olanda
 Instructor/Signature



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Cisco Networking Academy



CNAP Core Council
of the Philippines

CERTIFICATION

This is to certify that **Pedrito M. Tenerife, Jr.** of Polytechnic University of the Philippines has attended and completed the "CCNA R&S: Routing and Switching Essential Training" held at De La Salle University - Dasmariñas from April 1-5, 2019.

This certification is being issued for whatever purpose it may serve the bearer.

Arthur Olkanda
Trainer, Instructor Training Center
Cisco Core Council of the Philippines C3P, Inc.



CNAP Core Council
of the Philippines

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **Pedrito M. Tenerife, Jr.** of Polytechnic University of the Philippines personally appeared in this office on April 1-5 at DLSU-D, ICTC213 for the purpose of "CCNA R&S: Routing and Switching Essential Training".



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Appendix 47

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: Polytechnic University of the Philippines Fund Cluster: _____

Dr. EMANUEL C. DE GUZMAN
President

PUP Sta. Mesa, Manila
Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order/Itinerary of Travel No. 1083, S 2019 dated 04-08-2019 under conditions indicated below:

- Strictly in accordance with the approved itinerary.
- Cut short as explained below. Excess payment in the amount of P_____ was refunded under O. R. No. _____ dated _____
- Extended as explained below, additional itinerary was submitted
- Other deviation as explained below.

Explanation or justifications: _____

Evidence of travel: *Certificate of Appearance, Itinerary of Travel, Special Order, Photos and Post-Activity Report*

Respectfully submitted:


ENGR. JULIUS S. CANSINO
Department Head, CpE Department

On evidence and information of which I have the knowledge, the travel was actually undertaken.

Approved:


DR. REMEDIOS G. ADO
Dean, College of Engineering



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Appendix 47

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
(Agency)

CERTIFICATION OF TRAVEL COMPLETED

DR. EMANUEL C. DE GUZMAN
(Agency Head)

P.U.P. Sta. Mesa, Manila
Station

President
(Title)

Date

I HEREBY CERTIFY THAT I have completed the travel authorized in the Travel Order/Itinerary of Travel No. S.O. No. 1083 s. 2018 dated September 19, 2018 under conditions indicated below.

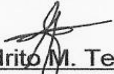
- Strictly in accordance with the approved itinerary
- Cut short as explained below. Excess payment in the amount of P _____ was refunded on O.R. No. _____ dated _____
- Extended as explained below. Additional itinerary was submitted.
- Other deviations as explained below.

Explanation or justifications _____

Evidence of travel attached hereto:


S.O., Itinerary of Travel, Certificate of Completion, Summary of Proceedings, Photos and Invitation.

Respectfully Submitted:


Engr. Pedrito M. Tenerife Jr.
(Officer or Employee)

On evidence and information of which I have knowledge, the travel was actually undertaken.

Approved:


Dr. Remedios G. Ado
(Supervisor)



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

General Form No. 2

Appendix 46

ITINERARY OF TRAVEL

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Agency

No: _____

Name : JULIUS S. CANSINO

Position: Chairperson, CpE Department

Monthly Salary: SG 19

Official Station: COLLEGE OF ENGINEERING – CpE DEPARTMENT

Purpose of Travel : Attend the CISCO CCNA R&S Routing and witching Essential Training, De La Salle University, Dasmariñas, Cavite, (April 1-5, 2019)

Date	Places to be visited	TIME			EXPENSES			
		Departure	Arrival	Means of Transp.	Transportation	Per Diem	Others	Total Amount
4/1/2019	LRT Roosevelt to Central Station	5:15am	5:45am	Train	30.00			30.00
	Central Station to Dasmariñas Cavite	6:00am	9:10am	Bus	50.00	1,100.00		1,150.00
4/2/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
		5:00pm	6:30pm					
4/3/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
		5:00pm	6:30pm					
4/4/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
		5:00pm	6:30pm					
4/5/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	27.00	1,100.00		1,127.00
	Dasmariñas Cavite to Cubao	5:30pm	7:30pm	Bus	50.00			50.00
	Cubao to Residence	7:30pm	9:00pm	Bus	22.00			22.00
TOTAL								5,841.00
<p>I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.</p> <p><i>Dr. Remedios G. Ado</i> Dr. Remedios G. Ado Immediate Supervisor</p>					<p>Prepared by; <i>Engr. JULIUS S. CANSINO</i> Engr. JULIUS S. CANSINO</p> <p>Approved by : <i>Dr. Manuel M. Muhi</i> Dr. Manuel M. Muhi Vice-President, Academic Affairs</p>			



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

General Form No. 2

Appendix 46

ITINERARY OF TRAVEL

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Agency

No: _____

Name : PEDRITO M. TENERIFE JR.

Position: Chief, OUS-Learning Management System

Monthly Salary: SG 21

Official Station: Open University-Learning Management System

Purpose of Travel : Attend the CISCO CCNA R&S Routing and witching Essential Training, De La Salle University, Dasmariñas, Cavite, (April 1-5, 2019)

Date	Places to be visited	TIME			EXPENSES			
		Departure	Arrival	Means of Transp.	Transportation	Per Diem	Others	Total Amount
4/1/2019	Antipolo Residence to LRT Cubao Station	5:00am	5:20am	UV Express	35.00			35.00
	LRT Cubao Station to Recto Station	5:20am	5:40am	Train	20.00			20.00
	Doroteo Jose Station to Central Station	5:45am	6:00am	Train	15.00			15.00
	Central Station to Dasmariñas Cavite	6:00am	9:10am	Bus	50.00	1,100.00		1,150.00
4/2/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
4/3/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
4/4/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	54.00	1,100.00		1,154.00
4/5/2019	Still in Dasmariñas Cavite	7:00am	8:00am	Jeepney	27.00	1,100.00		1,127.00
	Dasmariñas Cavite to Cubao	5:30pm	7:30pm	Bus	49.00			49.00
	Cubao to Residence	7:30pm	9:00pm	UV Express	35.00			35.00
TOTAL								5, 893.00

I certify that: (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

Dr. Remedios G. Ado
Immediate Supervisor

Prepared by :

Engr. PEDRITO M. TENERIFE JR.

Approved by :

Dr. Manuel M. Muhi
Vice-President, Academic Affairs



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



CNAP Core Council
of the Philippines



STATEMENT OF ACCOUNT

BILL TO:	DATE	SOA #
Attention: Polytechnic University of the Philippines Anonas, Santa Mesa, Manila	April 17, 2019	2019-002

DESCRIPTION	RATE	AMOUNT
CCNA R&S Routing and Switching Essentials Instructors' Training Date: <ul style="list-style-type: none"> April 1-5, 2019 8:00am – 5:00pm Venue: <ul style="list-style-type: none"> DLSU Dasmariñas Cavite Participants: <ul style="list-style-type: none"> ENGR. JULIUS S. CANSINO ENGR. PEDRITO M. TENERIFE ENGR. FERDINAND O. NATIVIDAD 	PhP15,000 per Instructor (PhP15,000 x 3)	PhP 45,000
TOTAL AMOUNT DUE		PhP45,000
DUE DATE : April 26, 2019		

For check payment, please make the check payable to: CNAP Core Council of the Philippines C3P Inc; For bank deposit: BPI Current (Checking) account number: 4951-0064-89

Should you have any enquiries concerning this statement, please don't hesitate to contact me.

Thank you.

Rasel H. Dela Cruz
Rasel H. Dela Cruz
C3P - ITC



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the President

PUP - Central Records Section

Received by: Felimon T. Rubiano Jr.

APR 12 2019

7:20 PM

Date: _____ Name: _____

PUPCTS No. 2019-589617

April 8, 2019

SPECIAL ORDER
No. 1083, s. 2019

In the interest of the service, the herein-named *officials, College of Engineering*, this University, were authorized to attend on official time the **CCNA 2 Routing and Switching Essentials** conducted by the CISCO Philippines held at De La Salle University – Dasmariñas Campus on April 1-5, 2019:

1. Engr. Julius S. Cansino
2. Engr. Ferdinand O. Natividad
3. Engr. Pedrito Tenerife Jr.

The registration fee amounting to **FIFTEEN THOUSAND PESOS ONLY (P15,000.00)** each, actual transportation and 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 fee and a report of proceedings to the Human Resource Management Department in thirty (30) working days from receipt of this order.

CONTROLLED COPY

Signed by: [Signature] Date: 4-12-19

EMANUEL C. DE SUZMAN, PhD
President

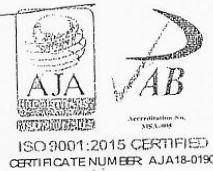
Copy furnished:

- Office of the President 4/13
- Executive Vice President 4/13
- Vice President for Academic Affairs 4/13
- Vice President for Administration 4/13
- Vice President for Finance 4/13/19
- Vice President for Student Affairs and Services 4/13
- Vice President for Research, Extension and Development
- Vice President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office 4/13
- Director, Accounting Department 4/13
- Director, Fund Management Office 4/13
- Director, Budget Services 4/13
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files Rec'd.
- Personnel Concerned

/mca

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Direct Line: 716-4034 | Trunk Line: 335-1787 or 335-1777
Website: www.pup.edu.ph

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



CNAP Core Council
of the Philippines

C3P COMPANY INFORMATION

CORPORATE INFORMATION

The following brief description of **CNAP Core Council of the Philippines (C3P), Inc.** (the "Association") is provided for general information purposes only. Member should refer to the Association's articles of incorporation and by-laws for more complete information.

The Association, a **non-stock, non-profit organization** was incorporated and registered with the Securities and Exchange Commission in December 1, 2005, primarily to establish, operate, maintain and carry on the CISCO Networking Academy Program (CNAP) Services. C3P Inc. carries its function in delivering Cisco Networking Academy services through instructors training, student congress, instructor conference, and skills competition. The Association conducts its annual Instructors Conference and Skills Competition.

The Association has 140 member schools to date. It does not maintain a permanent employee.

The Association's address is at the Room 305 Don Tim Bldg South Superhighway, Makati City.



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

2017 9 25

September 25, 2017

Dr. EMANUEL C. DE GUZMAN
 President
 This University

Executive Vice President

Ms. MARISSA J. LEGASPI
 Vice President for Finance

Polytechnic University of the Philippines Office of the Vice President for Finance	
Received by:	<i>[Signature]</i>
Date:	9/25/17

Dear Sir:

In connection with the conduct of training for New and Senior Accreditors on Outcomes-based Quality Assurance, organized by Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCU), Inc. and to be held on October 9 – 11, 2017 at the Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City, may we request for the issuance of a Special Order for the participation on official time of the following faculty in the said activity.

Name of University Official/Faculty Member/Administrative Employee	Position/Designation	Core Function/s (as reflected in the employee's IPCR or office's OPCR) that is/are related to the activity	In what specific ways will the participation of the employee/s in the activity help improve the performance of the identified core functions?
1. Engr. Pedrito M. Tenerife Jr	Chief, OU-LMS / Faculty, College of Engineering	Higher Education Services	1. Enhance competencies and technical know-how of Outcomes-based Quality Assurance 2. Update participants on the latest/future trends in Outcomes-based Quality Assurance 3. Pass series of examination and be assigned as accreditor in other SUCs

Also, may we seek approval that the registration fee amounting to Php 4,500.00 per head, traveling expense and accommodation be borne by the University

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

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
 SEC Building, EDSA, Greenhills
 City of Mandaluyong, Metro Manila

COMPANY REG. NO. CN200519862

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

CNAP CORE COUNCIL OF THE PHILIPPINES (C3P) INCORPORATED

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans* and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 1st day of December, Two Thousand Five.

BENITO A. CATARAN
 Director

Company Registration and Monitoring Department

CERTIFIED MACHINE COPY
 PAGE 1 OF 1
 VERIFIED BY: [Signature]

8
 For SEC use only:
 NEWS (PSIC AS reserved)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Request for Training-Workshop on Outcomes- Based Quality Assurance



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

2017 919891

September 25, 2017

Dr. EMANUEL C. DE GUZMAN
 President
 This University

Executive Vice President

Ms. MARISSA J. LEGASPI
 Vice President for Finance

Polytechnic University of the Philippines Office of the Vice President for Finance	
Received by:	<i>[Signature]</i>
Date:	9/26/17

Dear Sir:

In connection with the conduct of Training for New and Senior Accreditors on Outcomes-based Quality Assurance, organized by Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACUP), Inc. and to be held on October 9 – 11, 2017 at the Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City, may we request for the issuance of a Special Order for the participation on official time of the following faculty in the said activity.

Name of University Official/Faculty Member/Administrative Employee	Position/Designation	Core Function/s (as reflected in the employee's IPCR or office's OPCR) that is/are related to the activity	In what specific way/s will the participation of the employee/s in the activity help improve the performance of the identified core functions?
1. Engr. Pedrito M. Tenerife Jr	Chief, OU-LMS / Faculty, College of Engineering	Higher Education Services	1. Enhance competencies and technical know-how of Outcomes-based Quality Assurance 2. Update participants on the latest/future trends in Outcomes-based Quality Assurance 3. Pass series of examination and be assigned as accreditor in other SUCs

Also, may we seek approval that the registration fee amounting to Php4,500.00 per head, travelling expense and accommodation be borne by the University

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

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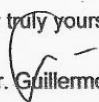
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



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

For your approval sir. Thank you very much.

Very truly yours,


Engr. Guillermo O. Bernabe
Dean
College of Engineering

I have diligently reviewed and evaluated the above – stated recommendation and found it necessary and consistent with existing University rules and regulations. I, therefore, recommend approval of the same.


Dr. Manuel M. Muhi
Vice President for Academic Affairs



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

TO AACCUP

AUTHORITY TO ATTEND

The following is/are hereby nominated to attend the "Training of Accreditors on Outcomes-based Quality Assurance" to be held at the Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City on October 9-11, 2017.

Name	Gender	Academic Rank / Plantilla Position	Academic Degree	Specialization
1. <u>Pedrito M. Tenenfedr.</u>	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	<u>Assistant Prof. IV</u>	<u>Master in Information Technology</u> <u>BS Computer Engineering</u>	<u>I. T.</u> <u>Computer</u>
2. _____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	_____
3. _____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	_____
4. _____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	_____
5. _____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____	_____

[Signature]
 VP AA MARCELO M. MUHI, D. Tech.
 President or Any Authorized Official
 Polytechnic University of the Phils.
 SUC/Institution
 Sept. 25, 2017
 Date

(Please, write information legibly. Thank you.)





POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

#2017 689173



ACCREDITING AGENCY OF CHARTERED COLLEGES AND
UNIVERSITIES IN THE PHILIPPINES (AACUP), INC.

4A-B Future Point Plaza 3, 111 Panay Avenue, South Triangle 1103, Quezon City, Philippines
Phones: 02-961-1271; 02-961-3317 *Fax: 02-961-3316 *E-mail: mail@aacupqa.org.ph *URL: www.aacupqa.org.ph

18 September 2017

DR. EMANUEL C. DE GUZMAN
President
Polytechnic University of the Philippines
Sta. Mesa, Manila 1016

Dear President De Guzman,

We are pleased to announce this invitation for the **Training for New and Senior Accreditors who have not yet been trained on Outcomes-based Quality Assurance** to be held at the **Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City on October 9-11, 2017.**

The particulars of this training are the following:

1. **Qualification of Nominees for Training:**

- * a. must have never been trained on AACUP Outcomes-Based Quality Assurance
- * b. must have a professor rank (assistant, associate or professor)
- c. must have the qualification to evaluate programs in any of the following fields, preferably:
 - 1) Agriculture (Agribusiness/Agri-Economics/Development Communication/Forestry/Agroforestry/Agricultural Technology/Veterinary Medicine/Animal Science/Fisheries/Fisheries Technology/Fishery Education)
 - 2) Human & Social Sciences (Fine Arts/Graphic Arts/Psychology/Behavioral Science/Literature/Linguistics/Mass Communication/Journalism/Political Science/Economics/Philosophy/Tourism/Hospitality Management/Social Work/Hotel & Restaurant Mgt./Criminology)
 - 3) Management & Administration (Public Administration/Accountancy/Development Administration/Human Resource Management/Entrepreneurship)
 - 4) Engineering (Industrial Engineering/Electrical Engineering/Electronics & Communications Eng'g/Mechanical Engineering/Computer Engineering/Chemical Engineering/Geodetic Engineering/Architecture)
 - 5) Teacher Education (Elementary Teacher Education/Music, Arts and Physical Education/Industrial Education/Technical Teacher Education/Agricultural Education/Technology Education/Special Education)
 - 6) Natural & Physical Sciences (Biology/Marine Biology/Chemistry/Environmental Science/Physics)
 - 7) Health Sciences (Nursing/Pharmacy/Medical Technology/Public Health)
 - 8) Technology (Food Technology/Home Technology/Industrial Technology/Information Technology/Computer Science)
 - 9) Library & Information Science
- * d. preferably, a holder of a doctorate degree; or, at least a master's degree.
- e. preferably, computer literate
- f. highly capable of making objective judgment;
- * g. can communicate effectively in written and oral English;
- h. highly regarded by his/her peers in his/her field of specialization;
- * i. a good team worker, and can relate effectively with others;
- j. hardworking;
- * k. in good physical and mental health; and
- l. willing to accept different field assignments

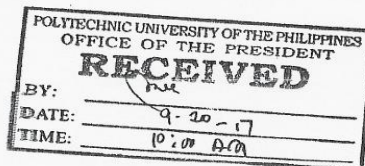
* **Mandatory Requirement**

2. **Venue :** Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City

3. **Date :** 9-11 October 2017

4. **Registration Date and Time:** Registration starts at 8:00 am on October 9, 2017. Participants will be entitled to five (5) snacks, and three (3) lunches, starting am snack on October 9, until lunch on October 11. (Those who will arrive earlier than 8:00 a.m. October 9, and/or who will stay beyond 3:00 p.m. on October 11 must arrange and take care of their provisions).

5. **Fees:** A training fee of ₱4,500.00 per participant will be charged to cover the cost of materials, three (3) lunches and five (5) snacks, administrative costs, travel and honoraria for trainers, etc. Fees will be paid to AACUP upon registration. If in *cheque*, it should be payable to **AACUP, Inc.**





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COMPUTER ENGINEERING DEPARTMENT

6. **Accommodation:** This activity is a LIVE-OUT Training-Workshop. Participants are advised to take care of their respective accommodations.

As the TSU Hotel is located in the same campus as the venue, participants may opt to check-in at the Hotel for their billeting and accommodation with the following discounted rates:

- ₱400.00 per head per night (bed and breakfast)
- ₱500.00 per head per night (bed, breakfast and dinner)

7. **Certificates:** This training is rigid and participants must pass a series of examinations. Qualified participants who successfully finish the training will be awarded a Certificate of Completion. Otherwise, they will get only a Certificate of Participation and may not be assigned as accreditors in other SUCs.

Please send to us by fastest means, your nominee/s using the attached form. *Telefax: 02-961-3316; E-mail: mail@aaccupqa.org.ph ON or BEFORE Wednesday, October 4, 2017.* We will accept a limited number of 80 participants. **REGISTRATION WILL BE CLOSED EARLIER AS SOON AS THE QUOTA IS FILLED.**

I hope you will join us, as in the past, as we venture into a new approach to accreditation. We are confident that together we will have an interesting and rewarding experience.

Warmest regards.

Very truly yours,


MYRNA C. MALLARI
President and Chair
AACUP Board of Trustees



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

REGISTRATION

Appendix 47

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 (Agency)

CERTIFICATION OF TRAVEL COMPLETED

DR. EMANUEL C. DE GUZMAN
 (Agency Head)

P.U.P. Sta. Mesa, Manila
 Station

 President
 (Title)

 Date

I HEREBY CERTIFY THAT I have completed the travel authorized in the Travel Order/Itinerary of Travel No. S.O. No. 3157, s. 2017 dated October 9, 2017 under conditions indicated below.

- Strictly in accordance with the approved itinerary
- Cut short as explained below. Excess payment in the amount of P _____ was refunded on O.R. No. _____ dated _____
- Extended as explained below. Additional itinerary was submitted.
- Other deviations as explained below.

Explanation or justifications _____

Evidence of travel attached hereto:

S.O., O.R. of Registration, Certificate of Completion, Certificate of Appearance, Summary of Proceedings, Photos and Invitation.

Respectfully Submitted:


Pedrito M. Tenerife Jr.
 (Officer or Employee)

On evidence and information of which I have knowledge, the travel was actually undertaken.

Approved:

Engr. Guillermo O. Bernabe
 (Supervisor)

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 ACCOUNTING DEPARTMENT
 RECEIVED BY: _____
 DATE: 12/15/17
 TIME: _____



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



**ACCREDITING AGENCY OF CHARTERED COLLEGES
AND UNIVERSITIES IN THE PHILIPPINES, INC.**

4A-B, Future Point Plaza 3, 111 Panay Avenue
South Triangle 1103, Quezon City

CERTIFICATE OF APPEARANCE

To Whom It May Concern:

PEDRITO M. TENERIFE JR.

This is to certify that _____ of
_____ POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

appeared at the **Training-Workshop on Outcomes-Based Quality Assurance** held at the
Alumni Center, Tarlac State University-Lucinda Campus, Tarlac City on **9-11 October 2017**.

Given in the City of Tarlac this 11th day of October 2017.

MYRNA Q. MALLARI

AACUP Training Director for Luzon

