



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PH I, 1

IMPLEMENTATION

The Faculty

I.1. responsibly observe the following:

I.1.1. regular and prompt attendance in classes

Documents attached:

- POLICY ON ATTENDANCE LOGBOOK
- REPORT OF ABSENCES



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Policy on Attendance Logbook



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 - Control Services Section
 Date: 7/23/16
 Time: 9:20
 Director: [Signature]
 Time: [Signature]

MEMORANDUM ORDER
No. 027, Series of 2016

TO : ALL ACADEMIC AND ADMINISTRATIVE OFFICIALS AND STAFF

SUBJECT: ATTENDANCE LOGBOOK

DATE : July 21, 2016

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

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

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

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

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

For strict compliance,

[Signature]
EMANUEL C. DE GUZMAN, PhD
 President

2nd floor South Wing PUPA, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (8092) 715-2145, Telefax: 7552644
 (Toll-free) 1-202-777-7677 local 202/821558/559; website: www.pup.edu.ph; e-mail: epp@pup.edu.ph

"THE COUNTRY'S 1ST POLYTECHNIC"



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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 036, Series of 2016

PUP - Central Records Section	
Received by: <i>Felicia T. Cabano Jr.</i>	DATE: <i>11/28/16</i>
Time: <i>7:25 PM</i>	Place: <i>Office</i>

TO : ALL CONCERNED OFFICIALS AND EMPLOYEES

SUBJECT : GUIDELINES IN THE RECORDING OF ATTENDANCE OF UNIVERSITY OFFICIALS AND EMPLOYEES EXEMPTED FROM THE USE OF BIOMETRIC DEVICE OR BUNDDY CLOCK

DATE : November 15, 2016

1.0 Rationale and Objectives

This set of guidelines is being issued pursuant to Sections 2, 3 and 5 of the Rule XVII of the Civil Service Commission (CSC) Omnibus Rule Implementing Book V of Executive Order No. 292 on the daily recording of attendance of all officials in the agency. Moreover, this is in compliance with the recommendation of the Commission on Audit (COA) and the implementation of Memorandum Order No. 027, Series of 2016 with the subject "Attendance Logbook" issued by the President on July 21, 2016.

Specifically, this set of guidelines is intended to:

- 1.1 Establish a system in the recording of attendance of designated officials of the University; and
- 1.2 Maintain a record of attendance of designated officials of the University.

2.0 Scope and Coverage

These guidelines shall cover all academic and administrative designees of the University including those personnel exempted from using the biometric device or the bunddy clock, as approved by the University President.

3.0 General Provisions

- 3.1 The University shall adopt a standard format for the attendance logbook of its officials;
- 3.2 The attendance logbook shall be accomplished from Monday to Friday;
- 3.3 The confidential staff, security personnel and driver/s of the President and others covered by special laws shall record their attendance using the attendance logbook;

ES - [Signature]
CPE - [Signature]
13 hally
IE - [Signature]
or [Signature]
BE - [Signature]

2nd floor South Wing PUP-A, Stabile Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 718-3143; Telefax: 7182544
(Trunk Line) 3365-773/787 local 206/281/958/959; website: www.pup.edu.ph e-mail: coc@pup.edu.ph

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3.4 All administrative employees recording their daily time in and time out using the biometric device or Bundy clock are not required to sign in the attendance logbook;

3.5 Regular and part-time faculty members are not required to sign in the attendance logbook as their attendance in classes is being recorded by the checkers from the Human Resource Management Department (HRMD);

3.6 The monitoring of the use of attendance logbook shall be the responsibility of the Human Resource Management Department (HRMD);

4.0 Specific Provisions

4.1 The attendance logbook of officials shall be maintained at their respective Department/Office Head's Office. (i.e. Vice President, Dean, Director). The Head of Office shall supervise the use of the attendance logbook of his/her subordinates;

4.2 In case the official has concurrent designations, the concerned official shall sign the attendance logbook where he or she has the highest designation. In case the official has the same level of designations in the academic and administrative offices, the concerned official shall sign the attendance logbook at the academic office where he or she is designated;

4.3 The University officials and designees shall sign the attendance logbook in the morning, afternoon, and evening to record his/her attendance for the day and night services;

4.4 In case of failure to sign the attendance logbook during the day due to attendance in an official function held outside the University, the concerned official or designee shall sign the attendance logbook on the succeeding working day. The concerned official or designee shall indicate in the remarks portion of the attendance logbook the nature of the official function attended;

4.5 In case the official function is supported by a Special Order (SO), the concerned official or designee shall indicate the S.O. number in the remarks column of the attendance logbook;

4.6 The attendance logbook (with time in and time out) of the doctors of the Medical and Dental Services Department assigned at the Main Campus shall be maintained at the Office of the Medical and Dental Services Department Director, except for doctors assigned in the satellite clinics who will use the attendance logbook (with time in and time out) at the Security guard post of their assigned satellite;

4.7 The attendance logbook (with time in and time out) of the medical and dental doctors assigned at the branches and campuses shall be maintained at the Office of the Branch/Campus Director;

2nd Floor South Wing PUP A, Mabalini Campus, Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 715-1343; Toll-free: 7162644
(Toll-free) 3251-7717/787 local 301/201/608/689; website: www.pup.edu.ph; e-mail: president@pup.edu.ph

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4.8 The attendance logbook (with time in and time out) of other employees exempted from using the biometric device or Bundy clock shall be maintained at their Department/Office Head's Office.

5.0 Sanctions

Non-compliance with the provisions of this Guidelines shall be a ground for an administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors.

6.0 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.

7.0 Effectivity

This set of guidelines shall take effect on November 16, 2016.


EMANUEL C. DE GUZMAN, PhD
President

2nd Floor South Wing PUP-A, Marikina Campus Avenue Street, Sta. Mesa, Manila. Phone: (Direct Line) 716-1249; Toll-free: 7152694
(Toll-free) 220-7777/787 local 200/180/182/183; website: www.pup.edu.ph e-mail: pup@pup.edu.ph

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COMPUTER ENGINEERING DEPARTMENT

Report of Absences



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

DATE: March-23, 2018

Prepared/Submitted by

EDUARDO S. TANDIAMA

Certified Correct

JOEL M. MUNSAYAC
Chief

Noted By:

JOANNA MARIE A. LIAO
Director

Copy furnished:

Vice President for Academic Affairs
Accounting Office
COA Auditor

OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Human Resource Management Department

REPORT OF ABSENCES AND UNDERTIME OF INSTRUCTIONAL STAFF

PART TIME LOAD

Period Covered March 1-23, 2018

	NAME	PERIOD	DATE	NO. OF HRS/MINS	CHECKER
COLLEGE OF ENGINEERING					
CE	ALMACHA, ALDION	7:30-12:30	03-10-18	30 MINS	MARCO
CE	ANDAYA, MARRA DIADEM	11:00-2:00	03-10-18	3.0 HRS	MICHAEL
CE	AQUINO, JONATHAN	6:00-9:00	02-28-18	3.0 HRS	MARCO
CE	AQUINO, JONATHAN	6:00-9:00	03-06-18	3.0 HRS	MARCO
CE	AQUINO, JONATHAN	6:00-9:00	03-07-18	3.0 HRS	MARCO
CE	ARTIFICIO, EDCCEL	6:00-9:00	02-26-18	3.0 HRS	MICHAEL
CE	BARTOLINA, NIEL ADRIAN	6:00-9:00	02-27-18	3.0 HRS	MICHAEL
CE	BAYAN, FRENCHZIER	6:00-9:00	03-06-18	3.0 HRS	MARCO
CE	BOLO, JERRY	7:30-10:30	03-10-18	3.0 HRS	MARCO
CE	CABRERA, MYRNA	2:00-4:00	02-27-18	2.0 HRS	MICHAEL
CE	CALDERON, LEONEL	6:00-9:00	02-27-18	3.0 HRS	MICHAEL
CE	CALDERON, LEONEL	6:00-9:00	03-06-18	3.0 HRS	MICHAEL
CE	CALDERON, LEONEL	11:00-2:00	03-10-18	3.0 HRS	MICHAEL
CE	CALDERON, LEONEL	7:30-10:30	03-10-18	3.0 HRS	MICHAEL
CE	CALDERON, LEONEL	6:00-9:00	03-13-18	3.0 HRS	MICHAEL
CE	CANA, RENAN	6:00-9:00	03-13-18	3.0 HRS	MICHAEL
CE	CANAS, RENAN	6:00-9:00	02-27-18	3.0 HRS	MICHAEL
CE	CANAS, RENAN	6:00-9:00	03-06-18	3.0 HRS	MICHAEL
CE	CRUZ, SOLEDAD	2:00-8:00	03-02-18	6.0 HRS	MICHAEL
CE	DAVID, JOSEPH	7:30-10:30	03-02-18	60 MINS	MICHAEL
CE	DEL REMEDIO RON-RON	6:00-9:00	03-09-18	3.0 HRS	MARCO
CE	FRANCISCO, JAYSON	6:00-9:00	03-06-18	3.0 HRS	MARCO
CE	FRANCISCO, JAYSON	6:00-9:00	03-13-18	3.0 HRS	MARCO
CE	GALLEGO, MARIANITO	9:30-11:30	02-26-18	60 MINS	MICHAEL
CE	GALLEGO, MARIANITO	9:30-11:30	03-05-18	60 MINS	MICHAEL
CE	GALLEGO, MARIANITO	8:00-10:00	03-08-18	60 MINS	MICHAEL
CE	GALLEGO, MARIANITO	9:30-11:30	03-12-18	2.0 HRS	MICHAEL
CE	GALLEMIT, MC WINLEY	1:00-5:00	03-09-18	4.0 HRS	MICHAEL
CE	GALLEMIT, MC WINLEY	7:30-11:30	03-09-18	4.0 HRS	MICHAEL
CE	GERSIN, RUSTOM JANNO	6:00-9:00	03-02-18	3.0 HRS	MARCO
CE	GERSIN, RUSTOM JANNO	6:00-9:00	03-09-18	3.0 HRS	MARCO



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COMPUTER ENGINEERING DEPARTMENT

PH I.1.2

I.1. responsibly observe the following:

I.1.2. participation in faculty meetings and university/college activities

Documents attached:

- LETTER



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

TELETYPE

Memorandum Order
No. 10, Series of 2018

*To: Chairpersons, Lab Head
Faculty member
For appropriate action.
10-15-18*

TO : ALL DEANS AND BRANCH/CAMPUS DIRECTORS
PROGRAM CHAIRS AND ACADEMIC HEADS
OU EXECUTIVE DIRECTOR AND IOD DIRECTOR

FROM : DR. MANUEL M. MUHI

SUBJECT : ENCODING AND SUBMISSION OF GRADES
FOR FIRST SEMESTER, AY 2018-2019

DATE : OCTOBER 15, 2018

Be reminded that timely encoding and submission of grades by the faculty members is crucial in determining the academic status of the students in connection to the latest student retention policy. Therefore, please require all faculty members to encode/submit grades on time.

Non encoding/ submission of grades will result to the delay in the signing of the faculty member's part-time teaching assignment.

For compliance.

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

OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PH II,3

I.1. responsibly observe the following:

I.1.3. completion of assigned tasks on time;

Documents attached:

- INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM



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



INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORM

I, ROLITO L. MAHAGUAY, of the Open University System, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan to December, 2018.

ROLITO L. MAHAGUAY
Chief, Academic Assessor, INE
January 25, 2018

Reviewed by:	Date:	Approved by:	Date:
<u>DR. REMEDIOS G. ADO</u>		<u>DR. CARMENCITA L. CASTELO</u>	
Immediate Supervisor		Head of Office	

OUTPUT	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENTS	Rating				REMARKS
			D	E	T	A	
Strategic Priority:							
1.0 Academic Program Development							
1.1	Outcomes-based syllabus developed for all courses	Not Applicable					
1.2	Faculty Immersion	Not Applicable					
1.3	Learning Materials developed for Learning Management System Integration	Not Applicable					
1.4	Design new programs	Not Applicable					
1.5	Submit proposal for CHED Institutional Development and Innovation Grant	Not Applicable					
1.6	Create and maintain an online OUS magazine	Not Applicable					



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 Sta. Mesa, Manila

OUTPUT	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENTS	Rating				REMARKS
			Q ¹	E ¹	T ¹	A ¹	
Strategic Priority:							
2.0 Human Resource Development							
2.1 Faculty Members / Administrative Personnel attended seminars / fora / conferences / job-related trainings / workshops in institutional / regional / national / international level	Attended at least 32 hours of relevant faculty/staff development activities and seminars within one year. (E)	Attended 72 hours of relevant faculty/staff development activities and seminars within one year. (E)		5.000			
	Attended at least 8 hours of relevant faculty/staff development activities and seminars within one year. (E)	Attended 32 hours of relevant faculty/staff development activities and seminars within one year. (E)		5.000			
2.2 Enhanced research and extension capabilities	Not Applicable						


OUTPUT	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENTS	Rating				REMARKS
			Q ¹	E ¹	T ¹	A ¹	
Core Function:							
1.0 Major Core Functions of the Office							
1.1 Output / Outcomes in Higher Education Program	Not Applicable						
1.1.1 Percentage change in number of graduates in priority programs	Not Applicable						
1.1.2 Percentage of graduates (2 years prior) that are employed	Not Applicable						

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1.1.3 Performance in licensure examination / National Average % Passing	Not Applicable							
1.1.4 Profile of Academic Programs Accreditation	Not Applicable							
1.1.5 Faculty Members rated Very Satisfactory or better by supervisor and students in the online faculty evaluation	Rated Very Satisfactory or better by students in online Evaluation. (C) Rated Very Satisfactory or better by supervisors in online Evaluation. (C)	• Rated Outstanding by the students in online Evaluation Rating: 92.4940% • Rating Outstanding by the Supervisors in online Evaluation Rating: 100% Overall Rating: 94.8859%	4.72414					
1.2 Outputs / Outcomes in Research Program								
1.2.1 Research studies completed	Not Applicable							
1.2.2 Researches published in CHED-recognized journal and international refereed publications	Not Applicable							
1.2.3 Researches presented in national and international fora / conferences	Not Applicable							
1.2.4 Researches completed within the original project timeframe	Not Applicable							
1.2.5 Number of research and development output	Not Applicable							

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1.2.5.1	Externally-funded research	Not Applicable							
1.2.5.2	Applied for patenting	Not Applicable							
1.2.5.3	Applied for commercialization	Not Applicable							
1.2.5.4	Adopted by industry or by other beneficiaries	Not Applicable							
1.2.5.5	Copyrighted	Not Applicable							
1.2.6	Faculty members engaged in research work applied in any of the following:	Not Applicable							
	1.2.6.1 Pursuing advanced research degree								
	1.2.6.2 Pursuing Investigative or Basic Applied Scientific Research	Not Applicable							
	1.2.6.3 Producing Technologies for commercialization or livelihood improvement	Not Applicable							
	1.2.6.4 Faculty whose research work resulted in an	Not Applicable							

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extension program								
1.3 Outputs / Outcomes in Extension and Technical Advisory Program								
1.3.1	Persons trained weighted by length of training activity (Training defined as a structured activity designed for a large group of participants)	Not Applicable						
1.3.2	Persons provided with technical advice (defined as an offshoot of a training activity or a seminar)	Not Applicable						
1.3.3	Trainees who rate the training course/technical advisory services as VS or better (based on the analysis of Feedback forms accomplished by the trainees)	Not Applicable						
1.3.4	Number of active partnerships with LGUs, industries, NGOs, NGA's, SMEs, and other stakeholders as a result of extension activities	Not Applicable						
1.3.5	Externally-funded extension programs/activities	Not Applicable						
2.0	Requests and Queries Acted upon within the Prescribed Period	100% of written queries acted upon in 5 working days for simple communications or ten (10) working days for complex communication from receipt of the written queries/requests. (T)	<ul style="list-style-type: none"> Queries/requests acted upon within 1 working day for simple communications and 1 working days for complex communications from receipt of the written queries/requests 				5.00	
3.0	Balanced and Empowered Clients							

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 Sta. Mesa, Manila

3.1 Clients rated the services of the Office	70% of clients rated the services rendered by INE as Very Satisfactory or better. (E)	<ul style="list-style-type: none"> Rated the services rendered by INE as Outstanding Rating: 4.9800 	4.9800				
3.2 Submitted CSS Forms	Not Applicable						

OUTPUT	SUCCESS INDICATORS	ACTUAL ACCOMPLISHMENTS	Rating				REMARKS
			O'	E'	T'	A'	
Support Functions:							
1.0 Attendance of Chairpersons, faculty members and administrative staff in official University / College function	70% of official University / College function attended.	<ul style="list-style-type: none"> Monthly Flag Raising Department Meeting Year-end Graduation Protocol Engineering week CUS Meeting 		5.00			
2.06 Submission of mandatory periodic reports of all departments / units under the college / offices complied with:							
2.1 Action Plan (Annual)	Not Applicable						
2.2 DTR	Submitted DTR HRWD 5 working days after the end of the month. (T)	<ul style="list-style-type: none"> Submitted/Complied on the first day of the month 		5.00			
2.3 Subject Offerings	Not Applicable						
2.4 Class Records	Class Records submitted to College /Department on the set deadline. (T)	<ul style="list-style-type: none"> Submitted/Complied a week after the semester 		5.00			
2.6 Grade Sheets	Grade Sheets submitted to College /Department on the set deadline (T)	<ul style="list-style-type: none"> Submitted/Complied a week after the semester 		5.00			

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Sta. Mesa, Manila

2.6 Teaching Assignments	Not Applicable								
2.7 Medical Clearance	Submitted medical clearance to the Medical Services Department (MSD) on the set deadline. (7)	Submitted/Completed 3 days before the Deadline					5.00		
2.8 Quarterly Accomplishment Report	Not Applicable								
3.0 Budget Utilization Rate	Not Applicable								
FINAL RATING								4.93375	

Comments and Recommendations for Development Purposes

Discussed with	Date	Assessed by	Date	Final Rating by	Date
 ENGR. ROLITO L. MAHAGWAY Employee		I certify that I discussed my assessment of the performance with the employee. DR. REMEDIOS G. ABO Supervisor		 DR. CARMENCITA L. CASTOLO Head of Office	

Legend: 1 Quality 2 Efficiency 3 Timeliness 4 Average



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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PHI, 1.4

i.i. responsibly observe the following:

i.1.4. submission of all required reports promptly; and

Documents attached:

- LETTER, PHOTOS, AND CERTIFICATES



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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COMPUTER ENGINEERING DEPARTMENT



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

PUP COMMUNICATION TRACKING SYSTEM
#2018110297
Tracking Number

PUP - Central Records Section
October 15, 2018
Received by: [Signature]
Date: 10-23-18 Time: 3:00

SPECIAL ORDER
No. 4219, s. 2018

In the interest of the service, ENGR. PEDRITO M. TENERIFE, JR., Faculty Member, College of Engineering, this University, was authorized to attend on official time the 2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM-18) to present his research paper entitled "Design and Development of a Hybrid Photo Bioreactor for Biomass Production of *Spirulina Platensis* Species" at National University of Singapore on September 29 – 30, 2018.

Engr. Tenerife shall be given financial assistance amounting to SEVENTY FIVE THOUSAND PESOS ONLY (P75,000.00), pursuant to Memorandum Order No. 19, series of 2018 dated June 26, 2018, Revised Implementing Guidelines on Paper Presentation Financial Assistance, subject to the usual accounting and auditing rules and regulations.

He is required to submit his certificate as paper presenter and a report on the proceedings to the Human Resource Management Department in thirty (30) working days from receipt of this order.

[Signature]
EMANUELO DE GUZMAN, PhD
President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- CDA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/203
- Engr. Pedrito M. Tenerife, Jr.

RESEARCH MANAGEMENT OFFICE
RECEIVED
By: [Signature]
Date: 11-06-18 Time: _____

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
ACCOUNTING DEPARTMENT

RECEIVED BY: [Signature]
Date/Time: 11/6/18 TIME: _____

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
HUMAN RESOURCE MANAGEMENT DEPARTMENT
RECEIVED
By: [Signature]
Date/Time: 12-10-18
Director's Office

Atty



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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. 4219, s. 2018 dated October 15, 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., Travel Authority, Itinerary of Travel, Reimbursement Expense Receipt, Certificate of Presentation, Summary of Proceedings and Photos.

Respectfully Submitted:


Engr. Pedro 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)



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

TRAVEL AUTHORITY

This Office interposes no objection to the request of ENGR. PEDRITO M. TENERIFE, Chief, Learning Management System, Open University System, this University to travel on official time to Singapore to attend the 2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM-18) and Institute of Research and Publication (IRP) on September 28, 2018 to October 1, 2018.

Issued this 19th day of September 2018 at Manila, Philippines.


EMANUEL C. DE GUZMAN, PhD
President

smdc

1st Floor South Wing PUP A. Mubini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 718-1149; Telefax: 7162644
(Trunk Line) 888-777187 local 201/202/458/659/702; website: www.pup.edu.ph e-mail: president@pup.edu.ph

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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION, & DEVELOPMENT
RESEARCH MANAGEMENT OFFICE
Room 306, South Wing, PUP Main Campus, Sta. Mesa, Manila
Tel No.: 716-7832 to 45 fax: 235 Telefax: 716-4033

24 September 2018

Engr. PEDRITO M. TENERIFE, Jr.
Faculty, College of Engineering
This University

Dear Engr. Tenerife:

This is to inform you that your research paper titled **DESIGN AND DEVELOPMENT OF A HYBRID PHOTO BIOREACTOR FOR BIOMASS PRODUCTION OF SPIRULINA PLATENSIS SPECIES** which will be presented in the 2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM-18) on September 29-30, 2018 at the National University of Singapore passed the evaluation of the Ad Hoc Committee. Our recommendation has been forwarded for final approval by the president with **CTS#2018110297**. To follow up the release of your Special Order, Travel Authority and Voucher please coordinate with the concerned offices.

In connection may we request the submission of the following documents/requirements 20 days after conference date?

1. Picture during paper presentation (hard & soft copy submit on-line: ResearchManagementOffice@gmail.com).
2. Certification of Paper Presentation
3. Conference Proceedings
4. Original and photocopy of the ff. expenses
 - 4.1. Airfare (with 3 canvass)
 - 4.2. RER (Transportation from Home to NAIA Airport and Vice-Versa)
 - 4.3. Registration Fee
 - 4.4. Visa Fee (if any)
 - 4.5. Daily Subsistence Allowance Rate (October 2018)

We hope to receive the said documents as soon as possible to facilitate the immediate review of your application.

Thank you and God Bless.


Very truly yours,

Assoc. Prof.  RANDY D. SAGUN
Chief, Research Support Center

Noted by:


Dr. RACIDON P. BERNARTE
AVP/Director

Recommending Approval


Dr. ANNA RUBY P. GAPASIN
Vice President for Research, Extension and Development



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Photos taken during the conduct of 2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM – 18) U-Town, National University Singapore September 29-30, 2018



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ICIRSTM-2018



2nd International Conference on Innovative Research in
Science, Technology and Management

CERTIFICATE

of Presentation

Pedrito M. Tenerife Jr.

This is to certify that _____
has presented the paper entitled **Design and Development of a Hybrid Photobioreactor
for Biomass Production of Spirulina Platensis Species**

*at ICIRSTM-II held at U-Town (NUS), Singapore organized by International Institute
of Research & Journals (WWPET) on 29 - 30 September, 2018.*



Paper Id
IRP-IRSTM-SG-2930918-524

Joh
Dr. H M Duong
NUS Associate Professor



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REPORT OF PROCEEDINGS

2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM – 18) U-Town, National University Singapore
September 29-30, 2018

The 2nd International Conference on Innovative Research in Science, Technology and Management (ICIRSTM) is jointly organized by Institute of Research and Publication. It is an exclusive gathering of all academicians, researchers, scientists, engineers and scholar students who are interested in the creation, exchange and dissemination of new ideas, knowledge for the use of technology and research results about all aspects of Science, Technology and Management. You are invited to attend and participate in the international conference which offers numerous opportunities for the different areas delegates to exchange new ideas and application experiences, to establish business or research relations and to find global partners for future collaboration.

Day 1 (September 29, 2018) – Registration starts at 8:30am-9:00am. Various delegates from different universities and colleges of different countries gathered for the event. The opening program follows where different speakers share their expertise on different topics.

"Sustainable Chemistries for Modern Consumers- From Labs to Commercialization" was delivered by the Guest of Honor Logan Ravisanker, R&D Director of South East Asia region, Dow Chemical Company.

Professor Yutaka Ohno, Nagoya University, Japan talked about "Carbon Nanotube-Based Flexible Electronics: Biosensors and Integrated Circuits for Wearable Devices".

"Design of Electrical Energy Storage Devices - The Next Wave" was discussed by Professor Lu Li, National University of Singapore (NUS), Singapore.

"Single-Atom Manipulation in the Transmission Electron Microscope" was tackled by Associate Professor Jani Kotakoski, University of Vienna, Austria.

Assistant Professor William B. Haskell, National University of Singapore (NUS), Singapore shared his topic about "New function fitting methods in approximate dynamic programming". This was followed by Assistant Professor Jagdish Chand Bansal, South Asian University New Delhi, India "Nature inspired optimization algorithms" and "STEAM – Platform of Transformation, Dynamically & Globally Evolving Youth Leadership, Innovation & Entrepreneurship Towards Sustainability" delivered by Associate Professor Lerwen Liu, King Mongkut's University of Technology Thonburi (KMUTT), Thailand.

In the afternoon, parallel sessions in Business and Management session and Technology and Engineering session. Business and Management session at room 4 chaired by Assistant Professor Jagdish Chand Bansal of South Asian University New Delhi, India and Professor Teena Bagga of Amity University, India while Technology and Engineering session at room 3 chaired by Assistant Professor Jani Kotakoski of University of Vienna, Austria and Associate Professor Hai M. Duong of National University of Singapore, Singapore. Both the Parallel sessions starts exactly at 2:00pm.

The Technology and Engineering Session starts with Mr. Jonell Ocampo presents his paper entitled "Development of TEG Energy System for Tricycle". Next is PPG Dinesh Asanka with his paper entitled "Design Strategy for Fuzzy Data Warehouses. Next is Alok Jain with the paper entitled "A State-of-the-Art on Power Quality Enhancement Techniques: Present Scenario and Future Challenges". Followed by Vinodpuri Rampuri Gosavi with the paper entitled "An Efficient Learning and Classification approach using PCA, LDA and RBF-NN". Next is Swastika Palit with the paper entitled "Graphene - an alternative to n-Si in p-n Si Quantum Dot solar cells". Then, Deddy Barnabas Lasfeto with the paper "A simple cattle's monitoring system on traditional farming using wireless sensor network in Timor island, Indonesia". Next is Sri Redjeki with the paper "Explore Tourist Opinion With Sentiment Analysis Using Machine Learning Method". Next is Danang Junaed with the study "Implementation Of UCD (User Centered Design) On Cognitive Learning Application For Children With Mental Retardation. After the Presentation followed the Evening tea break at 4:00pm to 4:24pm.



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After the Evening Tea Break, Dr. Guillermo O. Bernabe presented his research entitled "Flexural Strength of Concrete Retrofitted by Fiberglass Reinforced Laminating Film" to the audience. Followed by Suyogkumar V. Taralkar with the paper entitled "Study of Engineering Principles For Extraction of Ecdysterone From Leaves of *Achyranthes Aspera* Linn (Aghada)". Then, JV Roig with the paper "Stronger Cryptography For Every Device, Everywhere: A Side-Channel Based Approach to Collecting Virtually Unlimited Entropy in Any CPU". Followed by Rizka Khairunnisa with the paper "Factors' Analysis of Government Cloud Computing Implementation in Indonesia". Then again by JV Roig with another paper "Going Nowhere, Fast: An Analysis of the HSTS Preload List Entries, Growth Rate and Industry Adoption". Then, Engr. Rolito L. Mahaguay also shared his research "Development of e-Bag Wireless Charger for Gadgets". And, going for last but definitely not the least is Nishargo Nigar with the paper "An Intelligent Children Healthcare System in the Context of Internet of Things" concluded the day 1 of the conference.

Day 2 (September 30, 2018) – Parallel session started at 9:00am with Tarlochan Kaur presented "ANN Based Global Solar Radiation Prediction: A Case Study". Followed by Misbah Bashir with the paper "Domestic wastewater analyses and design consideration of a treatment unit in Srinagar, J&K, India". Following is Engr. Kenneth Bryan M. Tana together with Orlean G. Dela Cruz presented "Crumb Rubber Tire and Lahar Sand as Fine Aggregates in Asphalt". This draw special attention to the session chair because he conducted also a research in line with Engr. Tana's topic. Then Engr. Pedrito M. Tenerife Jr. presented his study "Design and Development of a Hybrid Photobioreactor for Biomass Production of *Spirulina Platensis* Species". Gowrishankar followed with the study "An Efficient Routing Mechanism in WSNs using PSO and GSO Algorithms". Then, C. Velmurugan with the study "Effects of sintering temperature on super elastic properties of niticu shape memory alloy using Nano indentation". Then, Dr. Jaya Iyer with the study "Factors affecting citizens' intention to use of e-Government services in India". Then, N. Thamarai Selvi with the study "Determination of spinnability by means of viscosity, refractive index and weight loss as an independent monitor to spin alumina fibres by centrifugal spinning". Then, Winda Aneestya Ayunda with the study "Contributions of Author for Authorship: A Literature Review". Then, Chien-Liang Lin with the study. Then, K.Naga Prakash with the study "Face Recognition Based on Local Binary Pattern-Deep Belief Network". Then, Sharfina Nur Dini with the study "Kampung Inhabitant Economic and Social Life Improvement as A Result of Inserting Creativity". Then, Supachai Vorapojpisut with the study "Model-based Design of IoTWSN Nodes: Hardware Abstraction Layer" then lunch break follows.

After the lunch break, the session resumes with Guvvala SaiHamsitha Reddy presenting the study entitled "Wind load estimation by peak gust method and assessment of tractive effort for mobile vehicle assembly structure". Then, L.E. Hutabarat with the study "Study of Characteristic Land Subsidence on Marine Clay Comparing to Compressibility Index and Pore Water Pressure Changes in Coastal Areas of Northern Jakarta". Then, Panornuang Sudasna Na Ayudhya with the study "Common Base Concepts of the 1st – the 3rd Order Entity WordNet of English-Thai- Vietnamese-LaoCambodian-Bahasa-Filipino-Burmese Languages for Internet Usage". Then, Swastika Palit with the paper "Design and Analysis of a Novel IOT Controlled Biomimetic Robotic Fish". Then, Vasudevan Perumal with the study "5G New Radio Enhancements for Wireless Monitoring Systems". Then, GOKULNATH S with the study "Brain pressure analysis using back propagation neural network". Then, Nipon Nachin with the study "The effective cyber security awareness methods based on psychological theories". Then, NIGIL CHERWIN C with the paper "Solar powered electric treadmill BiCycle". Then, Elysa Nursanti with the study "Productivity Improvement Study for Aircraft Maintenance Staff". Then, Teerawat Kamnardsiri with the study "Assessment the Speed-up Detection System for Testing Sprinters' Performances Using Computer Vision Techniques". Tea breaks proceeded after.

After the tea break, Dr. Eng. Novi Sunu Sri Giriwati ST., MSc with the paper "Community-based Ecotourism Destination in East Java: Planning a Community's Settlement as tourist homestay in Sumberwangi Hamlet". Then, Teerawat Kamnardsiri



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Lifted from PUP Policies and Guidelines VPA pp.19,20

21. DRESS CODE POLICY

Pursuant to Office Memorandum Order No. 2,s. 207 of the University President and the existing CSC rules and regulations on dress code, all University Officials, faculty members and Employees are shall be required to observe the appropriate office dress code.

- 21.1 The wearing of short pants, tattered/patched pants, sandos, plunging necklines, and slippers shall be strictly prohibited.
- 21.2 Faculty members shall be discourage from wearing maong pants and unconventional attires.
- 21.3 Academic and administrative personnel shall wear the required, prescribed office uniforms.
- 21.4 Drivers, utility and other maintenance personnel specifically shall be required not only to wear their respective uniforms but also to wear shoes at all times for safety purposes.
- 21.5 Security guards, Deans, Chairpersons, Chiefs of Offices, and Campus Director shall monitor the observance of and compliance with proper office attire.