



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

READMISSION

UNIVERSITY POLICY FOR READMISSION

Sec. 14 – Tenure and Leave of Absence (PUP Student Handbook)

14.1.1 – Any students must finish the requirement of a college course within the period equivalent to one and one half (1 1/2) times the normal length of the residence of the course; otherwise, he shall not be readmitted into the college in which he is enrolled.

14.2.2 - Any student who withdraws from the university without a formal leave of absence shall apply readmitted as a new student.

14.3.3 – Any student who was issued honorable dismissal cannot be readmitted into our university.

* A returning student may be considered readmission, depending on his or her academic performance and availability of slots.

* Must have complied all the requirements for the readmission.

PROCEDURE FOR THE READMISSION IN PUP

1. Secure Transcript of Records (for those who stopped for two years or more) and Informative Copy of Grades (for those who stopped for one semester to 1 ½ years) from W-116 two months before the schedule enrolment date.

2. Go to the admission office (ARO) and fill-out an Application Form for readmission and submit the following requirements:

- Transcript of Records or Informative Copy of Grades
- 2 pcs. Of 2x2 ID picture with name pictured on it
- Latest Registration Certification
- Receipt of Payment (P150.00) for readmission fee.
- curriculum sheet

3. Secure Clearance from the following offices:

- a. accounting office
- b. University Medical Clinic (x-ray result with film is required)

4. Go to the college dean's office to apply for academic evaluation and approval.

5. Proceed to the ARO and submit your approved application, other requirements and get your readmission certificate with attached photocopies of the documents.

6. Go to the college of your chosen course and present the readmission certificate for your enrolment.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Returning Students

Students whose studies in PUP were discontinued for a period of time may be considered for re-admission depending on their previous academic performance and availability of slots.

Documents to submit

The returning student, in addition to paying the re-admission fee, shall submit the following documents to the Admissions Office:

1. Duly accomplished Application Form for Returning Student;
2. Accounts Clearance;
3. Latest Registration Certificate;
4. Medical Clearance from the University Clinic;
5. Academic evaluation based on Transcript of Records or informative copy of grades issued by the Student Records Head of the Office of the University Registrar; and
6. Receipt of payment of Re-admission Fee.

Re-admission Certificate

The returning student will be issued a Re-admission Certificate by the AROr after completion of all requirements.

Curriculum to pursue

If re-admitted within two (2) years, the returning student shall be allowed to continue their old curriculum; otherwise, they will continue under the new curriculum existing at the time of their re-admission.

Re-Admission Procedure

1. Secure your Transcript of Records and informative copy of grades two (2) months before the enrollment
2. Get a re-admission application form from the Admission Services by presenting the following:
 - Transcript of Records;
 - Two (2) pieces 2 inch. by 2 inch. (2"x2") picture;
 - One (1) piece 1 inch. by 1 inch. (1"x1") picture (with college background if you stopped for more than 2 years);
 - Latest Registration Certificates;
 - Receipt of payment (PhP 25.00) for re-admission fee; and
 - Curriculum sheet
3. Fill-out properly the application form for re-admission.
4. Secure clearance from the Accounting Office, University Medical Office and Academic Evaluation from the college by presenting the properly filled out form for re-admission and your Transcript of Records/Informative Copy of Grades
5. Submit the properly filled-out readmission form with necessary clearance from the offices concerned to the Admission Services
6. If approved, get your re-admission certificate upon submission of the requirements
7. Go to the College of your chosen course and present the Admission Certificate for your enrollment and the photo copy of the required credentials.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING COMPUTER ENGINEERING DEPARTMENT

RETURNEES AND DELINQUENT STUDENTS REGISTRATION

Reminders:

- Returnees and delinquent students cannot enroll online because of zero unit allowed

Guidelines:

1. **Returnee** who is in good standing (has passed all subjects taken) shall be allowed to take the prescribed number of units indicated in the curriculum based on his/her current year level and semester
2. **Delinquent** student shall be allowed to take a maximum of twelve (12) units.

Department/Program Heads

1. Advise student to process readmission requirements (returnees) or scholastic delinquency form for delinquent students with the Office of Admission Services
2. Advise which subjects to enroll and determine total number of units in R-zero
3. Advise student to go to ICTO for adding of units in SIS
4. After units were added in SIS, tag subjects in AMS Registration

Reminders:

- Returnees and delinquent students cannot enroll online because of zero unit allowed

See Manual (AMS
Registration)



PROCEDURES FOR PROCESSING OF LATE ENROLLEES

1. SHIFTEES

Step 1

Prepare the following documents (in triplicate) and present to ICTC look for Mr. Nino Abelardo or Mr. Ryan Niog):

1. Official Receipt of Payment for Certification of Grades
2. Certification of Grades signed by the ICTC Director
3. Duly accomplished Shifting Form with approval of the University Registrar; curriculum year and new section should be indicated on the Form.

Step 2

ICTC tags the student's new course, curriculum year, and section. Shiftee then proceeds to college/department for the tagging of his subjects.

Step 3

The College/Department tags the shiftee's subjects based on his approved RO (R-zero) Form.

Step 4

Department Chair/Enrollment Adviser tags the shiftees subjects, click assessment and save mode of payment (i.e. full payment or two payment). Student should print payment voucher.

Step 5

To print his payment voucher, the student should access his SIS "Account" tab. At the "account" tab, student clicks 2nd semester and school year 2011-2012. At the upper and lower right part of the panel, click "Voucher" to see payment voucher.

Step 6

Print payment voucher and pay appropriate amount at any LBP branch. Last day of payment at LBP is on June 8, 2011. After this date, all payment should be made at the PUP Cashier's Office.

3. SIS STUDENT - NON SHIFTEES

Follow Step 3 to Step 6.

C. RETURNEE – SIS STUDENT

Step 1

Prepare the following document (in Triplicate) and present to ICTC:

1. Re-Admission Certificate from ARO
2. Academic Evaluation by Dean/Chairperson

Step 2

ICTC tags subjects of student; click assessment and save mode of payment (i.e. full payment of two payments).

Step 3

Student prints payment voucher form his SIS account.

D. RETURNEE – FROM OLD SYSTEM TO SIS

Step 1

Secure endorsement for inclusion in the SIS from the Admission and Registration Office (ARO).

Step 2

Present the following documents to the ICTC (look for Mr. Nino Abelardo Herrera or Mr. Ryan Niog):

1. Re-Admission Certificate from ARO
2. Student Records or Transcript of Records from the Office of the University Registrar
3. Duly accomplished RO (R-zero)

Step 3

ICTC creates student's SIS account, tags subjects, assesses fee and tags mode of payment.

Step 4

Student prints payment voucher through his SIS account. Pays thru Landbank of the Philippines.



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


November 6, 2018

The College Dean/Chairperson
This University

Sir/Madam:

This is to certify that **BORDEOS, REXC PAUL DELMORO** a former student, S.N. **2014-01916-MN-0** from **CE** under **BSCOE** program has complied with the admission requirements for his Readmission effective this **Second Semester, SY 2018 - 2019** with the following remarks:

1. *Re-admitted on probationary status.*
2. *To use 2011 curriculum as per Chairperson's recommendation.*


ADELIO O. SULIT
Chief

Ground Floor, West Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 3351787
(Trunk Line) 3351777(Local) 287/322 ; website: www.pup.edu.ph e-mail: admission@pup.edu.ph

“THE COUNTRY'S 1ST POLYTECHNICU”



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF Manila) S.S.

UNDERTAKING / WAIVER
(For Returning Students under Probation)

I. REXC PAUL D. BORDEOS, 21 years of age, with residence / at
51-C SANTAN, ST., FORTUNE, MARIKINA CITY, after having duly sworn to in accordance with law, hereby
depose and say that:

1. I was an honorable dismissal student of the Polytechnic University of the Philippines (PUP) taking up BSCPE at the College of ENGINEERING, due to my previous scholastic of 0 deficient subjects;
2. I am knowledgeable of the policy of PUP regarding *Returning Students* found under the PUP Student Handbook and the policies and guidelines of PUP that a PUP student shall be considered for readmission depending, among other requirements, on his/her scholastic performance;
3. I am a returning student and my previous scholastic performance with 0 () deficient subjects under probationary status this 2nd Semester of Academic Year 2019-2020;
4. I shall be issued a *Readmission Certificate* after I have faithfully complied with all the requirements for readmission as a returning student, otherwise my enrollment shall become null and void;
5. I am also aware of the policy of PUP regarding *Scholastic Delinquency* that any PUP student on probationary status for two (2) successive semesters shall be dropped from the roll of the college in which he/she is enrolled. It also provides that PUP students who obtain failing grades in 50% or more of the total number of academic units while under probation shall be dropped from the roll of PUP;
6. I hereby undertake, as a returning student on probationary status this 2nd Semester of Academic Year 2019-2020, to comply with all the requirements for readmission among others, such as maintaining grades with not less than 2.50 per enrolled subject, without dropped, failed or incomplete grades, to give all my best and strive harder in my studies in order to have my probation lifted and to avoid the abovementioned consequences of being dropped from the roll of my College or of PUP;
7. I voluntarily and willingly accept, with the consent and approval of my parent/guardian, the consequences of (a) having my enrollment declared as null and void in case I failed to comply with any/all of the requirements for readmission as a returning student, (b) being dropped from the roll of my College if I remain on probationary status for two (2) successive semesters, or (c) dropped from the roll of PUP if I obtain failing, dropped or incomplete grades in 50% or more of the total number of academic units; and
8. This Undertaking/Waiver is being executed to attest to the truth of the foregoing, and for waiving my rights with the consent and approval of my parent/guardian, to further continue my studies in my College or at PUP as a consequence of the above. I further waive the right to institute whatever action that I may have against PUP, in case I failed to comply with any/all of the requirements for readmission as a returning student, or in case I was dismissed from my College or PUP.

AFFIANT FURTHER SAYETH NAUGHT:

With my consent and Approval:

Father/Mother/Guardian
Signature over Printed Name

REXC PAUL D. BORDEOS
Affiant/Student
Signature over Printed Name

SUBSCRIBED AND SWORN to before me this 6th day of Nov, 2018, affiant exhibited to me his/her presence PUP Student ID No. 2019-01916-MN-0 as a proper identity.

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Series of 2018

Notary Public
ATTY. VIRGINIO L. VALLE
ATTORNEY PUBLIC UNTIL DEC. 31, 2018
ROLL NO. 23-74 (RPT) MARIKINA
PTB NO. 6977 (RPT) MARIKINA
PUP STA. MESA MANILA



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



CITY REGISTRAR
BORDELOS, REX PAUL DELMORO

Polytechnic University of the Philippines
OFFICE OF ADMISSION SERVICES
Sta. Mesa, Manila

APPLICATION FOR RE-ADMISSION
(For Returning Student)

Thru: **The Dean**
College of Engineering

Dear Sir/Madam:

I wish to apply for re-admission this () First Semester (✓) Second Semester, School Year 2018-2019.

Kindly evaluate my previous academic records in your college requirement and if slot is available for my Readmission this SY 2018-2019.

BORDELOS	REXC PAUL	DELMORO
Family Name	Given Name	Middle Name
Home/Mailing Address: <u>51-C Santon St. La Colina Subd., Portura, Marikina City</u>		
Provincial Address: <u>N/A</u>		
Year Admitted in PUP: <u>2014</u>	Admission Status: <u>INTJ</u>	
PUPCET Rating: <u>824</u>	H.S. Ave: <u>87</u>	
Course Enrolled In: <u>BSCPE</u>	Year Level: <u>2nd year</u>	Total Units Earned in PUP: <u>104</u>
Reason for Stopping: <u>Served as a full-time missionary for The Church of Jesus Christ of Latter-day Saints</u>		
Reason/s for continuing my studies: <u>I was really planned to go back studying after the two-year mission</u>		

I hereby affirm that all information given herein are true, complete and accurate. I am aware that any or all the information indicated in this form maybe checked against original documents and that withholding or giving false information will make me ineligible for re-admission or subject to dismissal.

RETURNING
OK FOR REGISTRATION
Office of the Admission Services
2ND SEM. SY: 18-19

Rex Paul D. Bordeos
Signature over Printed Name

Clearance SIGNATURE: _____
(Signature over printed name of the Dean/Chairperson or authorized representative of the office/unit concerned)

- Accounting Office : _____ 09062018
- Medical Clinic : _____ 10/22/18

ACADEMIC EVALUATION

Evaluated by: Eugen J. S. Jansina Date: 10-29-18
Dean/Chairperson

- Action Taken:
- Recommended
 - Not Recommended

Reason/s: _____

ADMISSION SERVICES

Action Taken:
 Approved
 Disapproved
Reason/s: Re-admitted on probationary status. Submit waiver & continue 2018 course. As per chairperson's recommendation.

Note: This is not valid as Admission Certificate for Enrolment.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Polytechnic University of the Philippines
 OFFICE OF THE UNIVERSITY REGISTRAR
 Manila

Printed Date: September 26, 2018

Collegiate Student's Permanent Record of Grades

2014-01916-MN-0
BORDEOS, REXC PAUL DELMORO

		BSCOE	
2014 - 2015, FIRST SEMESTER			
CHEM 2035	General Chemistry (4/1)	2.00	5
CWTS 1013	Civic Welfare Training Service 1	3.00	3
ENGL 1013	Study and Thinking Skills in English	1.00	3
ENSC 2012	Engineering Drawing 1	2.25	2
FILI 1013	Komunikasyon sa Akademikong Filipino	1.25	3
MATH 2013	College Algebra	2.75	3
MATH 2033	Plane and Spherical Trigonometry	3.00	3
PHED 1012	Physical Fitness and Self-Testing Activities - Physical Fitness	1.25	2
PHIL 1013	Logic	2.50	3
2014 - 2015, SECOND SEMESTER			
CWTS 1023	Civic Welfare Training Service 2	2.25	3
ENGL 1023	Writing in the Discipline	2.00	3
ENSC 2032	Engineering Drawing 2 with CAD	1.75	2
FILI 1023	Pagbasa at Pagsulat Tungo sa Pananaliksik	1.50	3
HUMA 1013	Introduction to the Humanities	2.00	3
MATH 2042	Analytic Geometry	2.50	2
MATH 2052	Solid Mensuration	2.50	2
MATH 2122	Advanced Algebra	2.50	2
NASC 2054	College Physics 1	2.50	4
PHED 1182	Rhythmic Activities-Cheer Dance	1.50	2
2015 - 2016, FIRST SEMESTER			
COEN 3313	Discrete Mathematics	3.00	3
COEN 3322	Computer Fundamentals and Programming	3.00	2
ENGL 1103	Technical Communication	1.25	3
HIST 1013	Heograpiya at Kasaysayan ng Pilipinas	1.00	3
MATH 2074	Differential Calculus	2.25	4
NASC 2064	College Physics 2 (Lec & Lab)	2.00	4
PHED 1252	Individual/Dual/Combative Sports-Badminton	1.50	2
SOCI 1013	Sosyolohiya, Kultura at Pagnapamilya	1.25	3
2015 - 2016, SECOND SEMESTER			
COEN 3054	Data Structures and Algorithm Analysis	2.25	4
COEN 3332	Computer Hardware and Fundamentals	1.50	2
HIST 1023	Buhay, Mga Gawain at Simulat ni Riza!	2.50	3
LITE 1013	Philippine Literature	1.75	3
MATH 2094	Integral Calculus	2.75	4
PHED 1332	Team Sports-Volleyball	1.50	2
POSC 1013	Politics and Governance with Philippine Constitution	1.75	3
PSYC 1013	General Psychology	2.00	3
STAT 2053	Statistics and Probability	1.75	3

RETURNING
 OK FOR REGISTRATION
 Office of the Registrar Services
 2ND SEM.S.Y. 16-19
 SIGNATURE: _____

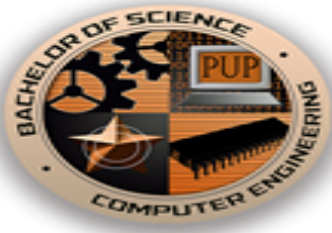
NO F-137A

PREPARED BY:
 MARIA TERESA C. BACLAO
 RECORDS ANALYST

GENERATED FROM THE SYSTEM FOR RE-ADMISSION PURPOSES ONLY

CHECKED BY:
 ZENaida P. SALAZAR
 RECORDS EXAMINER

JAIME Y. GONZALES
 CHIEF, STUDENT RECORD SERVICES



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



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

June 6, 2017

The College Dean/Chairperson
This University

Sir/Madam:

This is to certify that **TURINGAN, REGINALD DOMINGO ROSALES** a former student, S.N. **2012-08065-MN-0** from **CE** under **BSCOE** program has complied with the admission requirements for his Readmission effective this **First Semester, SY 2017 - 2018** with the following remarks:

1. *Re-admitted on probationary status. Warning for not filing leave of absence.*
2. *To finish the program SY 2018-2019.*

Engr. **ADELDO O. SULIT**

Chief 6/27/2017



Ground Floor, West Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila. Phone: (Direct Line) 3351787
(Trunk line) 3351777(local) 287/322 ; website: www.pup.edu.ph e-mail: admission@pup.edu.ph



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES)
City of Manila

UNDERTAKING - WAIVER
(For student under probation)

I, RODOLFO EDUARDO B. TURINOAN, 21 years of age, Filipino and with address Unit V Purok 41 Kiyangan St. Bay, Com. O. G. after having been duly sworn to in accordance with law, depose and, say:

- I was Honorably disqualified in the PUPSIS records of Polytechnic University of the Philippines, taking up BScPE at the college of Engineering due to my previous scholastic 5 deficient subjects;
- That I am knowledgeable of the PUP regarding students with deficient subjects under the policies and guidelines of PUP and that a PUP student shall be considered for readmission depending among their requirements of his/her scholastic performance;
- I am a disqualified student in the PUPSIS and my previous scholastic performance with 5 deficient subjects under probationary status for 1st sem. of Academic year 2017 to 2018;
- I shall be issued a Readmission Certificate after I have faithfully complied with all the requirements for readmission as a student, otherwise my enrolment shall become null and void;
- I am also aware of the policy of PUP regarding scholastic deficiency that any student on probationary status for two(2) successive semesters shall be dropped from the roll of the college in which she/he is enrolled. It also provides that student who obtain failing grades of 50% or more of the total number of academic units under probation shall be dropped from the roll of P.U.P.;
- Thereby undertake, as a condition on probationary status this 1st sem. of school year 2017 to 2018 to comply with all the requirements for readmission among others such as maintaining grades with not less than 2.50 per enrolled subject, without dropped, failed or incomplete grades, to give all my best and strive hard in my status in order to have my probation lifted and to avoid the above-mentioned consequences of being dropped from the roll of my college or PUP;
- I voluntarily and willingly accept, with the consent of my parents/guardian the consequences of: a) having my enrolment declared null and void in case I failed to comply with any requirements for readmission as student; b) being dropped from the roll of my College if I remain on probationary status for two (2) successive semesters, or c) dropped from the roll of PUP if I obtain failing, dropped or incomplete grades in 50% or more of the total number of academic units and;
- This undertaking/waiver is being executed to attest to the truth of the foregoing and waving my rights to further continue my studies in my college or at PUP. I further waive the right to institute whatever action that I may have against PUP, in case I failed to comply with any/all, of the requirements as a returning student and will automatically cancel and dismiss were I am presently enrolled.

AFFIANT FURTHER SAYETH NAUGHT.

With my consent and approval:

EDWIN B. TURINOAN
Parent/guardian

RODOLFO EDUARDO B. TURINOAN
Affiant student

SUBSCRIBED AND SWORN to before this 07 day of JUNE 2017, affiant exhibited her/his PUP ID No. 2017-05065-111 as competent evidence of identity.

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ATTORNEY AT LAW
VALLE
 11-2018
 1-2015
 1-17
 1-18
 PUP D.A. 10204 MANILA



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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

June 22, 2017

The College Dean/Chairperson
This University

zero credits!

Sir/Madam:

This is to certify that **SON, YRICK STORME LEOPOLDO** a former student, S.N. 2011-05188-MN-0 from CE under BSCOE program has complied with the admission requirements for his Readmission effective this **First Semester, SY 2017 - 2018** with the following remarks:

1. *Re-admitted on probationary status.*
2. *To finish the program this SY 2017-2018.*

Engr. **ADRIAN D. SULIT**

Chief

Ground Floor, West Wing PUP A, Main Campus, Anonas Street, Sta. Mesa, Manila Phone: (Direct line) 3351787
(toll-free) 1351777/0202) 257/322 ; website: www.pup.edu.ph e-mail: admission@pup.edu.ph

"THE COUNTRY'S 1st POLYTECHNIC"