



**PAMANTASAN NG LUNGSOD NG PASIG**  
*(University of Pasig City)*

**CITIZEN'S CHARTER**  
*2021 EDITION*

## **I. MANDATE**

PLP is mandated to contribute to building a quality nation capable of transcending the social, political, economic, cultural and ethical issues that constrain the country's human development, productivity and global competitiveness thru effective and efficient delivery of quality education .

## **II. VISION**

The best quality of life possible for all Pasig City residents through community- based education, expanded economic opportunities, and efficient services in an environment characterized by a sense of commitment and collaboration among stakeholders concerned

## **III. MISSION**

To make available to all pasigueños relevant community based university education that will further equip them with values and competencies needed to become useful, knowledgeable, patriotic, god loving, caring, economically productive, values oriented, disciplined, environmentally concerned, and globally competitive professionals who share responsibility in uplifting the quality of life in the community

## **IV. PURPOSE OF THE PAMANTASAN**

The Pamantasan ng Lungsod ng Pasig aim to:

- a. Provide higher education program that will fully develop an individual's potential as a human being, enhance the quality of citizen participation in the basic functions of society, and promote a strong sense of responsibility for personal and community development, moral integrity and global consciousness;
- b. Instill and foster in each student the appropriate and relevant attitude and values, knowledge, and skills needed to become useful, productive and gainfully employed member of society;
- c. Advance the frontiers of knowledge through quality instruction, research work, and extension services and maximum use of all resources and facilities available in the City of Pasig where students can apply the technology gained for improving their quality of life;
- d. Provide advance instruction and technical training in the field of Accountancy, Business, Computer Studies, Education, Engineering, Hospitality Management, Information Technology and Nursing;
- e. Contribute to the growth, dissemination and application of knowledge.

## **V. ORGANIZATIONAL OUTCOME**

- o Academic Excellence
- o Social Responsibility
- o Technological Competence
- o Global Competitiveness

# UNIVERSITY REGISTRAR

## SUBMISSION OF ENTRANCE CREDENTIALS

Successful Admission Qualifiers Must Submit Entrance Credentials of the Office Of The University Registrar To Be Eligible For Registration

<b>OFFICE OR DIVISION:</b>	REGISTRAR'S OFFICE
<b>CLASSIFICATION:</b>	SIMPLE
<b>TYPE OF TRANSACTION:</b>	G2C
<b>WHO MAY AVAIL:</b>	(1) ADMISSION QUALIFIERS (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	2 PCS 2X2 PICTURE				
2	CERTIFICATE OF GOOD MORAL CHARACTER	LAST SCHOOL ATTENDED			
3	REPORT CARD (GRADE 12)	LAST SCHOOL ATTENDED			
4	PSA BIRTH CERTIFICATE (PHOTOCOPY)	PSA			
5	RESIDENCE CERTIFICATE (PHOTOCOPY)	PASIG CITY TREASURER'S OFFICE			
6	2 VALID ID OF PARENTS (PHOTOCOPY OF ANY OF THE FF:)				
	DRIVER'S LICENSE	LTO			
	PASSPORT	DFA			
	PRC LICENSE	PRC			
	SSS ID	SSS			
	GSIS UMID ID	GSIS			
	VOTER'S ID	COMELEC			
	TAXPAYER'S ID	BIR			
	COMPANY ID	REQUESTING PARTY'S COMPANY			
	POSTAL ID	PHILPOST			
#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Student will submit all original docs & present photocopy to serve as receiving copy	Stamp & return the photocopied docs to certify that the office has received the requirements	None	7 minutes	Francis Perez Crisostomo Carreon
2		Issuance Of Letter Request For Form 137/TOR And Enrolment Slip With Student No.	None	3 Minutes	Francis Perez Crisostomo Carreon
<b>Total:</b>			None	10 minutes	

### ENROLMENT OF NEW STUDENT

Students have to register the courses they will enroll before the start of every semester to be officially enlisted in class

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Enrolment Slip Issued Upon Submission Of Entrance Credentials	PLP Registrar's Office			
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Proceed To Respective Colleges	(1) Tagging Of Curriculum (2) Advising Of Courses To Be Taken	none	5 Minutes	College Deans
2	Proceed To Registrar's Office	(1) Print And Issue Certificate Of Registration	none	1 Minute	Records Officer
<b>TOTAL:</b>			none	6 Minutes	

### ENROLMENT OF OLD STUDENT

- Students have to register the courses they will enroll before the start of every semester to be officially enlisted in class

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Grade Report (Previous Semester)	Respective Colleges			
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Proceed To Respective Colleges	(1) Screen Students Who Are Still Eligible For Enrolment (2) Advising Of Courses To Be Taken	none	5 Minutes	Francis Perez Crisostomo Carreon

2	Proceed To Finance Office For Clearance (For Students With Balance Only E.G. RLE Fees, Petition Classes)	(1) Collection Of Fees (2) Tagging Of Payment In UIS	Varies	10 Minutes	Manuel Umali
3	Proceed To Registrar's Office	(1) Print And Issue Certificate Of Registration	none	1 Minure	Francis Perez Crisostomo Carreon
<b>TOTAL:</b>			none	16 Minutes	

**REQUEST FOR EXIT CLEARANCE**

- Students requesting for credentials for transfer purposes needs to secure exit clearance from key offices to ensure that students have no outstanding obligations before they are issued credentials.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	School ID	PLP Multimedia Office			
2	Validated withdrawal of enrolment form (for Currently enrolled students only)	Window 1, Registrar's Office			
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Proceed To Window 1 To Secure Exit Clearance Form	Issue Exit Clearance Form	None	1 Minute	Annlyn Benito
2	Accomplish the form & secure the signature of the respective administrative officers and dean	Dean and administrative officers will sign the form if student has no pending obligation	None	30 minutes	Annlyn Benito
3	Submit the form to office of the registrar	Screen and receive the accomplished form	None	1 minute	Annlyn Benito
4		Record And Process Application For Withdrawal Of Enrolment In UIS (For Currently Enrolled Students Only)	None	2 Minutes	Annly Benito
5	Receive validated Copy of exit clearance form	Validate and issue Copy of exit clearance form	None	1 minute	Annlyn Benito
<b>TOTAL:</b>			none	35 Minutes	

**ADJUSTMENT OF REGISTRATION**

- Students may add, delete or change course or schedule within the first week from the start of classes.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Latest Certificate Of Registration		Registrar's Office		
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Secure adjustment of registration form from window 1 of registrar's office	Issue adjustment of registration form	None	1 minute	Annlyn Benito
2	Accomplish the form & secure the signature of the respective professors And dean	Faculty and administrative officers will sign the form	None	30 minutes	Annlyn Benito
3	Submit The Form To Office Of The Registrar	Screen And Receive The Accomplished Adjustment Of Registration Form	None	1 Minute	Annlyn Benito
4		Record And Process Application For Adjustment Of Registration In UIS	None	1 Minute	Annlyn Benito
5	Receive copy of validated adjustment of registration form	Issue copy of validated adjustment of registration form	None	1 minute	Annlyn Benito
<b>Total:</b>			None	24 minutes	

#### RETRIEVAL OF SUBMITTED ENTRANCE CREDENTIALS

- Freshmen who did not reported to classes and wish to withdraw from the list of officially enrolled may secure waiver for cancellation of enrolment from the registrar's office until two weeks from the start of classes for them to retrieve the submitted enrolment requirements.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Receiving copy of submitted documents		Registrar's office		
2	Original copy of letter request for form 137		Registrar's office		

	3	Validated withdrawal of enrolment form (for Currently enrolled students only)	Registrar's office			
	4	Certificate of registration (for currently Enrolled students only)	Registrar's office			
	<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1	Student will request for cancellation of enrolment at the registrar's office	Records officer will accomplish waiver for cancellation of enrolment	None	5 minutes	Francis Perez Crisostomo Carreon
	2	Sign the waiver and secure the original copy of submitted entrance credentials	Issue the original copy of submitted entrance credentials and copy of the validated waiver for cancellation of enrolment	None	3 Minutes	Francis Perez Crisostomo Carreon
	<b>Total:</b>			None	8 minutes	

### DROPPING OF SUBJECTS

- Students Who Enrolled In Courses But Failed To Attend Classes May Apply For Dropping Of Courses At Least Two Weeks Before The Scheduled Midterm Examination To Obtain An OD Remarks.

	<b>OFFICE OR DIVISION:</b>	REGISTRAR'S OFFICE				
	<b>CLASSIFICATION:</b>	SIMPLE				
	<b>TYPE OF TRANSACTION:</b>	G2C				
	<b>WHO MAY AVAIL:</b>	(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED				
	<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
	1	Certificate Of Registration		PLP Registrar's Office		
	<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1	Secure A Dropping Form From The Registrar's Office	Issue Dropping Form To Students	none	5 Minutes	Annlyn Benito
	2	Accomplish The Form & Secure The Signature Of The Respective Professor And Dean;	Professors And Dean Will Sign The Dropping Form;	none	30 Minutes	Annlyn Benito
	3	Submit The Form To Office Of The Registrar Together With The Old COR	Receive And Screen The Accomplished Form And Endorse Documents To GPO For Processing	none	1 Minute	Annlyn Benito
	4		Record And Process Application In UIS	none	1 Minute	Annlyn Benito

	5	Receive Copy Of New Certificate Of Registration And Validated Dropping Form	Print And Issue New Certificate Of Registration And Validated Dropping Form	none	1 Minute	Annlyn Benito
<b>TOTAL:</b>				none	38 Minutes	

### COMPLETION OF GRADE

- Removal of the "INC" grade must be done two weeks after the submission of semestral grades After which the student shall be given a final grade based on his/her overall performance. Grade shall be based on the combined midterm grade and completion/final grade. Will no longer reflect in student's scholastic records once completed. Automatically be equivalent to a final grade of 5.00.

<b>OFFICE OR DIVISION:</b>	REGISTRAR'S OFFICE
<b>CLASSIFICATION:</b>	SIMPLE
<b>TYPE OF TRANSACTION:</b>	G2C
<b>WHO MAY AVAIL:</b>	(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1	Completion Form	Attached In The Issued Grade Report

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit The Completion Form (Attached In The Issued Grade Report) To The Faculty Concerned Upon Completion Of The Requirements For The	Faculty Must Sign And Provide The Semestral Grade Of The Student. Dean Will Sign The Completion Form	none	15 Minutes	<b>Annlyn Benito</b> <b>Julie Ruth Malabanan:</b> BS in Nursing BS in Hospitality Management <b>Jay Anne Santos:</b> BS in Business Administration
2	Submit The Accomplished Completion Form To The Registrar's Office	Stamp And Receive The Accomplished Form & Forward To The Grades Processing Officer	none	2 Minutes	<b>Elaflor Silayan:</b> BS in Electronics Engineering BS in Entrepreneurship BS in accountancy
3		Record And Process Application In UIS	none	2 Minutes	<b>Aivee Dela Cruz:</b> BS in Computer Science BS in Information Technology
4	Secure New Copy Of Grade Report	Print Grade Report And Issue To Student Together With Validated Completion Form	none	1 Minute	<b>Aida Bengua:</b> BS in Elementary education BS in Secondary Education
<b>TOTAL:</b>			none	20 Minutes	

### LEAVE OF ABSENCE

A student may apply to withdraw from all courses or not enroll for a specified semester(s) by filing a leave of absence approved by the respective dean. Leave of absence (loa) may be granted to a



student only for a maximum of one academic year but may be renewed upon re-application by the student. Each student may be granted a maximum of only two (2) loas. A student who is officially under leave of absence is not allowed to enroll in any other higher educational institution.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Certificate Of Registration Of Last Semester Attended		Registrar's Office		
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Secure Application For Leave Of Absence Form	Issue Leave Of Absence Form	none	1 Minute	<b>Annlyn Benito</b> <b>Julie Ruth Malabanan:</b> BS in Nursing BS in Hospitality Management
2	Proceed To College Secretary And Present LOA Form	Assessment Of Grade And Students' Case.	none	5 Minutes	<b>Jay Anne Santos:</b> BS in Business Administration <b>Elaflor Silayan:</b> BS in Electronics Engineering BS in Entrepreneurship BS in accountancy
3	Proceed To The Guidance Office/DSA/ Medical Officer To Secure Signature	Interview The Student And Sign The Form	none	30 Minutes	<b>Aivee Dela Cruz:</b> BS in Computer Science BS in Information Technology <b>Aida Bengua:</b> BS in Elementary education BS in Secondary Education
4	Secure Approval From The Dean	Sign The Student's Application Form	none	1 Minute	
5	Submit Accomplished Form To The Registrar's Office	Stamp And Receive The Accomplished Form. Deactivate Account Of Student	none	5 Minutes	
<b>TOTAL:</b>			none	42 Minutes	

**APPLICATION FOR READMISSION**

Returning student must present the approved load form upon enrolment. The university has the Right to refuse enrolment of student who wish to return but was not able to file leave prior to his/her Absence. Should his/her justification be merited, the effectivity of his/her return will be on the next semester From the period his/her application for readmission is approved.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE	
<b>CLASSIFICATION:</b>		SIMPLE	
<b>TYPE OF TRANSACTION:</b>		G2C	
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1	Readmission Slip (Issued During Filing Of LOA)		PLP Registrar's Office

#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present Issued Readmission Slip (Issued During Filing Of LOA) To The Registrar's Office	Activate Account Of Student	none	5 Minutes	<b>Annlyn Benito</b>  <u><b>Julie Ruth Malabanan:</b></u> BS in Nursing BS in Hospitality Management  <u><b>Jay Anne Santos:</b></u> BS in Business Administration  <u><b>Elaflor Silavan:</b></u> BS in Electronics Engineering BS in Entrepreneurship BS in accountancy  <u><b>Aivee Dela Cruz:</b></u> BS in Computer Science BS in Information Technology  <u><b>Aida Bengua:</b></u> BS in Elementary education BS in Secondary Education
<b>TOTAL:</b>			none	5 Minutes	

### CHANGE OF PERSONAL DATA

Students with correction in birth certificate entries or change in address may apply for change of Personal data at the registrar's office

<b>OFFICE OR DIVISION:</b>	REGISTRAR'S OFFICE				
<b>CLASSIFICATION:</b>	SIMPLE				
<b>TYPE OF TRANSACTION:</b>	G2C				
<b>WHO MAY AVAIL:</b>	(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED				
	<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1	University ID			PLP Multimedia Office	
2	Certificate Of Registration			PLP Registrar's Office	
3	Corrected PSA Birth Certificate (For Students Changing BC Entries)			PSA Office	
4	Barangay Clearance (For Students Applying For Change Of Address)			Respective Brgy	
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1	Secure A Correction/ Change Of Birth Certificate Entries Form	Issue Correction/ Change Of Birth Certificate Entries Form	none	5 Minutes	Francis perez Crisostomo Carreon
2	Submit The Accomplished Form And Attach The Corrected PSA Birth Certificate/ Brgy. Clearance	Validate The Documents And Have The University Registrar Approve The Request	none	15 Minutes	Francis perez Crisostomo Carreon
3		Record And Process Application In UIS	none	2 Minutes	Francis perez Crisostomo Carreon
4	Secure Copy Of The Validated Application Form And New Copy Of Certificate Of Registration	Issue Copy Of The Validated Application Form And New Copy Of Certificate Of Registration	none	1 Minute	Francis perez Crisostomo Carreon
<b>TOTAL:</b>			none	23 Minutes	

**CHANGE OF GRADE**

A student who has received a passing grade in a given course is not allowed a re-examination for the purpose of improving his grades. changing of grade may be allowed only after the approval of the vice president for academic affairs (VPAA) and must be filed within two weeks from the submission of grade to office of the registrar.

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Class Record		Faculty		
<b>#</b>	<b>CLIENT STEPS</b>	<b>OFFICE ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1	Faculty Must Secure A Change Of Grade Form From The Registrar's Office	Issue Change Of Grade Form	none	2 Minutes	Francis perez Crisostomo Carreon
2	Faculty-In-Charge Should Accomplish The Form		none	2 Minutes	Faculty
3	Seek For The Approval Of The Dean Of Faculty And Dean Of Student	Sign The Application Form	none	5 Minutes	Immediate Head Of The Faculty-In-Charge And The Student's Dean
4	Submit The Approved Form To The Registrar's Office With The Attached Class Record	Stamp And Receive The Accomplished Form & Forward To The Records Section	none	2 Minutes	Francis perez Crisostomo Carreon

5		Endorse To Grades Processing Officer For Recording In UIS	none	2 Minutes	Francis Perez Crisostomo Carreon
6	Student To Secure Copy Of New Grade Report	Print New Grade Report Of Student	none	2 Minutes	Francis Perez Crisostomo Carreon
7	Faculty To Secure Copy Of Approved	Issue Approved/Disapproved	none	1 Minute	Francis Perez Crisostomo Carreon
<b>TOTAL:</b>			none	16 Minutes	

### REQUEST FOR STUDENT RECORDS

Students May Secure A Copy Of Their Credentials From The Registrar's Office

<b>OFFICE OR DIVISION:</b>		REGISTRAR'S OFFICE			
<b>CLASSIFICATION:</b>		SIMPLE			
<b>TYPE OF TRANSACTION:</b>		G2C			
<b>WHO MAY AVAIL:</b>		(1) STUDENT (2) AUTHORIZED REPRESENTATIVE OF THE PARTY CONCERNED			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
1	Lacking Entrance Credentials	Varies			
2	Authorization Letter And ID (If Requested By Authorized Representative)	Requesting Student			
3	Validated Clearance (For Transferring Students)	Registrar's Office			
#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secure A Application For Student Records	Issue Application For Student Records Form	none	1 Minute	<b>Annlyn Benito</b> <u><b>Julie Ruth Malabanan:</b></u> BS in Nursing BS in Hospitality Management <u><b>Jay Anne Santos:</b></u> BS in Business Administration <u><b>Elaflor Silayan:</b></u> BS in Electronics Engineering BS in Entrepreneurship BS in accountancy <u><b>Aivee Dela Cruz:</b></u> BS in Computer Science BS in Information Technology <u><b>Aida Bengua:</b></u> BS in Elementary education BS in Secondary Education
2	Proceed To College Secretary	Evaluate Student Record And Assess The Fees To Be Paid By The Student & Endorse To The Finance Office	none	5 Minutes	<b>Annlyn Benito</b> <u><b>Julie Ruth Malabanan:</b></u> BS in Nursing BS in Hospitality Management <u><b>Jay Anne Santos:</b></u>

						BS in Business Administration <u><b>Elaflor Silayan:</b></u> BS in Electronics Engineering BS in Entrepreneurship BS in accountancy  <u><b>Aivee Dela Cruz:</b></u> BS in Computer Science BS in Information Technology  <u><b>Aida Bengua:</b></u> BS in Elementary education BS in Secondary Education
3	Pay Fees At The Cashier's Office	Collect Fees And Issue Receipt			15 Minutes	Manuel Umali
	Transcript Of Record		100/Page	5 Days-Graduates And 10 Days - Undergrad		
	Copy Of Grades		50/Page	10 Days		
	Honorable Dismissal		10none	5 Days-Graduates And 10 Days - Undergrad		
	Certificate		5none	5 Days		
	Permanent Record		50/Pg	10 Days		
	Authentication Of Documents		100/Pg	1 Day		
	CAV Endorsement		80	1 Day		
4	Present Receipt To The Registrar's Office And Secure Claim Slip	Receive The Accomplished Form And Issue Claim Slip	none		5 Min	Request Form/Receipt
<b>TOTAL:</b>			Varies		Varies	

# STUDENT AFFAIRS AND SERVICES OFFICE

## **STUDENT AFFAIRS AND SERVICES**

SAS are the services and programs in higher education institutions that are concerned with academic support experience of students to attain holistic student development.

## **ADMISSION**

<b>Office or Division:</b>	Admission Office				
<b>Classification</b>	Simple				
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B – Government to Business G2G – Government to Government				
<b>Who may avail:</b>	Any qualified applicant for College				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
<b>1. Admission Form</b>			https://www.facebook.com/AdmissionOfficePLPasig		
<b>2. Proof of Residency and Identity (photocopy)</b> A. One (1) Identification Card (ID) for applicant and One (1) Identification Card (ID) for parent(s)/Guardian. Valid IDs are the following: School ID, Voter's Certificate, Driver's License, Postal ID, Government IDs and Other Valid IDs with address B. PSA Birth Certificate C. Female Married students are required to submit a copy of Marriage Certificate.			School COMELEC LTO POST OFFICE GSIS SSS PAG-IBIG DFA PhilHEALTH PRC PSA		
<b>3. Report Card (Certified True Copy)</b> A. <b>Form 138</b> - For currently enrolled as Grade 12: CTC of Grade 11 (1 <sup>st</sup> and 2 <sup>nd</sup> Semester); or B. <b>Form 137</b> - For graduate of Grade 12: CTC of Grade 11 and 12 (1 <sup>st</sup> and 2 <sup>nd</sup> Semester). With the notation of <b>"PLP Evaluation Purposes only"</b> C. <b>General Average (GA) of 85%</b>			School where he/she is enrolled		
<b>4. Two (2) Passport size ID picture with name plate below</b> (Colored white background) with name plate (Last name, First name, Middle Initial and Extension Name (if any)).			Photo shop		
<b>5. Long Brown Envelop with plastic envelop</b> and print your name at the back (Last name, First name, Middle Initial and Extension Name if any, Strand and School. Address to: Admission Office, PLPasig).			School Supplies		
#	CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	A. Applicant will fill up the Admission Form and Google Form B. Drop all the requirements at Gate 1	a) Evaluate the requirements of the applicants b) Process the application of applicants	P100 is Free under CHED UniFAST	30 minutes per application	Maria Theresa Gaspe

	C. Wait for the email	c) Encode the applicant's data in the UIS d) Print the examination permit e) Scan the approved admission form and examination permit f) Email the applicant for approved or disapproved evaluation			
2	A. PLP – College Admission Test (CAT)	a. Applicants must bring their examination permit. b. Take the actual examination	None	3 hours	Maria Theresa Gaspe
3	A. Posting of Qualified Applicants B. Confirmation of Slot	a. Prepare the list of Qualified applicants b. Check those who confirm if they are included in the list of qualified applicants	None	For posting 30 days after the last examination For confirmation 15 day only	Maria Theresa Gaspe
Total				30 minutes for processing 30 days for posting (After the last exam) 15 days for confirmation of slot (For qualified applicants)	
Total				10-15 minutes per student to accomplish the Attendance and Evaluation forms  1 to 3 hours for the duration of the Orientation/ Seminar  1 to 2 weeks to accomplish the Narrative Report after the conduct of Orientation/ Seminar  50 minutes to 3 hours  10-15 minutes  1 hour to 1 day depending on the test that will be utilized  1 hour	



		30 minutes
		30 minutes to 1 hours
		1 to 3 days
		1 to 3 days