



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
STA. MESA, MANILA
ADMISSION SERVICES

SAR-FORM 1

WITH CONFIRMATION DOCUMENTS

Reference Number:

2013-0004-0057

Scheduled Date of Credential Processing,
Interview, and Enrollment:

APR 16 2013 1:00PM

Selected NSTP: **CWTS**

Confirmation Slip (For a 4-year / 5-year degree program)

This University Admission Committee

Campus

I am **QUITLONG, JOANNA MARIE MANUZON**

who obtained a PUPCET Score of **122** and graduated in **SY 2012-2013**

from **RAMON MAGSAYSAY CUBAO HIGH SCHOOL**

would like to confirm my interest to be interviewed, admitted, and enrolled this First Semester, SY 2013-2014 in a preferred program where I believe I qualify based on the Specific College Criteria.

I understand that my admission in the University shall be based on passing the interview and satisfying the University or college requirements **on a FIRST-COME-FIRST-SERVED basis subject to the availability of slots on the scheduled dates of enrollment according to PUPCET Score/Percentile Rank.**

Respectfully yours,

QUITLONG, JOANNA MARIE MANUZON

Signature over Printed Name of Applicant

Note: Read carefully the freshman admission and enrollment procedure



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ROUTE AND APPROVAL SLIP

AY 2013-2014

(To be accomplished by the Enrolling Officer. Please write legibly)

Name of Applicant: **QUITLONG, JOANNA MARIE MANUZON**

Reference Number: **2013-0004-0057** Date of Enrollment: **APR 16 2013 1:00PM**

This is to certify that the application for admission and enrolment of the bearer whose name appears above has been processed and approved:

Step1: Admission Services (AS/OUR) West Wing GF Rm. 107		Remarks: HS English _____ HS Math _____ HS Sci. _____ HSGWA _____
Processed by: _____ Signature over PRINTED NAME Date		Admission Status: _____ PUPCET PASSER _____ PUPLHS _____ Academic Scholar _____ Athlete _____ UCCA _____ Journalist _____ Stud. Leader
Step 1.A For English Placement Test(EPT) – Multimedia Center, S410 English Placement Test Result: _____ Passed _____ Failed Administered by: _____ Signature over Printed Name Date		Remarks: To take : _____ EN 0 _____ ENGL 1013
Step 2: College Interview: ICT Center/Dean' Office (For interviewer) Do not fill out this space if applicant is disqualified from admission based on the college/department criteria.		
Interviewed by/date: _____ Signature over Printed Name	Processed by/date: _____ Signature over Printed Name	Selected NSTP: _____ (CWTS/ROTC) Program: _____ Section: _____ Total Assessed Fees: _____
Step 3: Medical Clinic – East Wing GF		Date: _____
Examined by: _____ Signature over Printed Name		Remarks:
Step 4: Cashier Office – South Wing GF		Date: _____
Payment received by: _____ Signature over Printed Name Date		Remarks: CLAIM YOUR OFFICIAL RECEIPT
Step 5: Printing of Registration Certificate – ARO		Date: _____
Issued by: _____ Signature over Printed Name		Remarks: Student Number: _____
Step 6: ID Processing Center – ICT Center		Date: _____
Online Application for ID _____ Signature over Printed Name		Remarks:

WELCOME TO THE PUP COMMUNITY

Your admission in the University is valid and official if you have complied with all of the admission requirements and have been acknowledged by the **Admission Services, Office of the University Registrar (AS/OUR)**.

NOTE: To avoid cancellation of slot, pay your tuition and miscellaneous fees within the enrolment period.

The first day of classes is on Monday, June 17, 2013

No Student will be allowed to attend classes without the Registration Certificate

Polytechnic University of the Philippines
Office of the Vice President for Student Services
ADMISSION SERVICES
Sta. Mesa, Manila

GENERAL GUIDELINES FOR FRESHMAN ADMISSION
School Year 2013- 2014

- No applicant shall be denied admission into the University by reason of age, gender, nationality, race, religious belief, and political affiliation.
- Every applicant shall comply with the University/College/Branch/Extension/ Campus admission requirements.
- Every applicant shall undergo physical and medical examinations.
- Every student shall abide by all the rules and regulations of the University.

Admission is on a **FIRST-COME-FIRST-SERVED** basis according to the scheduled dates for the processing of credentials, availability of slots, and college admission requirements or criteria.

I. WHO ARE QUALIFIED FOR ADMISSION?

To be admitted, you must be:

- A. a PUPCET passer based on the cut-off score set for the current school year and a high school graduate with a GWA of 82% or higher from any DepEd-recognized or -accredited secondary school; or
- B. a PUPCET passer with an average rating of 82% or higher in the five subject areas of the Philippine Educational Placement Test (PEPT): Mathematics, Communication Arts (English), Science, Communication Arts (Filipino), and Araling Panlipunan; or
- C. a PUPCET passer who passed the Alternative Learning System Accreditation & Equivalency (ALS A & E) Test for Secondary Level with 100 or higher Standard Score (SS) and an essay-writing proficiency level of 2 or higher; or
- D. a Qualified entrance scholar.

II. WHAT ARE THE ADMISSION REQUIREMENTS TO BE SUBMITTED?

A. Required Credentials

One (1) original copy and two (2) photocopies of the following:

1. Confirmation slip for admission (downloaded from the PUP Web site);
2. High school card (Form 138);
3. Certification of good moral character duly signed by the principal or guidance counsellor of the high school last attended, with school dry seal;
4. NSO-authenticated copy of birth certificate and Original Copy for authentication purpose.
5. Medical clearance from the PUP Medical Clinic;
6. For a high school graduate in the previous school year/s, a certification with school dry seal from the high school principal and/or registrar that the applicant has never been enrolled in any college or university and that the copy of Form 137A has not been sent to any other school/college/university;
7. For a PEPT qualifier, a duly authenticated or verified copy of the Certificate of Rating and a Certification issued by the Department of Education (CMO No. 15, s. 2003);
8. For an ALS A & E Test qualifier, a certification of test result and a certification of completion for secondary level.

B. Other Requirements:

1. Two (2) pieces of 2" x 2" colored photo with white background and nameplate.
2. One (1) piece long, brown envelope (good quality)
3. Applicants whose 4th year high school English grade is 80 or below and PEPT and ALS A & E Test qualifiers are required to take the English Placement Test (EPT) at the Multimedia Center at S-410, .Department of English, College of Arts and Letters PUP, Sta. Mesa, Manila.
4. For entrance scholars, Entrance Scholarship Committee Route and Approval Sheet (ESCRAS) duly signed by the members of the concerned committee and one (1) photocopy of the credentials submitted for scholarship grant.

NOTE: The name indicated in the birth certificate must be the same name that appears in all admission documents. Otherwise, a notarized Affidavit of Discrepancy must be submitted together with the corrected credentials.

Submission of any falsified or tampered documents and/or concealment of information constitutes grounds for disqualification.

Polytechnic University of the Philippines
Office of the Vice President for Student Services
Office of the University Registrar
ADMISSION SERVICES
Sta. Mesa, Manila

FRESHMAN ADMISSION-AND-ENROLLMENT PROCEDURE
School Year 2013-2014

Step 1. SUBMISSION OF ALL THE CREDENTIALS FOR ADMISSION

Submit all the CREDENTIALS FOR ADMISSION to the Admission Officer, Admission Services (**AS/OUR**), Ground Floor, West Wing, Sta. Mesa, Manila, on the specified date for the processing of your credentials, interview, and enrolment as reflected in the SAR Form 1.

- Only applicants with complete credentials will be accommodated to go through the admission process.
- Freshman applicants are advised to come for interview in their appropriate attire and proper grooming (no Sandos, no rubber slippers, “tokong”, shorts).
- Non-appearance on the scheduled date for your interview would mean automatic forfeiture of your slot.
- Applicants whose 4th year high school English grade is 80% or below , PEPT and ALS A & E Test qualifiers are required to take the English Placement Test (EPT) at the Multimedia Center at S-410, Dept. of English, College of Arts and Letters, PUP, Sta. Mesa Manila

Step 2. COLLEGE INTERVIEW AND REGISTRATION

Proceed to the College that offers the degree program of your first choice for interview by the dean or the chairperson. In case you do not qualify or slots are no longer available, you can go to the College of your second or third choice until you get the approval for acceptance in your desired academic program.

Choice of intended course

Admission in PUP is on a **FIRST-COME-FIRST-SERVED** basis subject to the availability of slots.

In addition to the general criteria set by the University, admission to an academic program depends on the satisfaction of the specific criteria set by the colleges for AY 2013-2014 as shown below:

College/Academic Program Offerings	Minimum PUPCET Score Requirement	Minimum High School General Weighted Average Requirement	Other Requirements (Minimum High School Final Rating Requirement in Selected Subjects)	Where to Go
1. COLLEGE OF ACCOUNTANCY AND FINANCE (CAF)				
- Bachelor of Science in Accountancy (BSA)	118	88%	English (85%) Math (85%) Passed the Interview	Dean's Office, 2 nd floor, North Wing
- Bachelor of Science in Banking and Finance	102	82%	Passed the interview	Dean's Office, 2 nd floor, North Wing

College/Academic Program Offerings	Minimum PUPCET Score Requirement	Minimum High School General Weighted Average Requirement	Other Requirements (Minimum High School Final Rating Requirement in Selected Subjects)	Where to Go
2. COLLEGE OF ARCHITECTURE AND FINE ARTS (CAFA)				
- Bachelor of Science in Architecture (BS ARCH)	118	85%	English (83%), Math (83%), Physics (83%); Passed the interview and Drawing Aptitude Test	ICTC, NALLRC (Library) Building PUPLHS Bldg.
- Bachelor of Science in Interior Design (BSID)	115	85%		
3. COLLEGE OF COMPUTER AND INFORMATION SCIENCE (CCIS)				
- Bachelor of Science in Computer Science (BSCS)	115	85%	English (85%), Math (85%), Science (85%); Passed the interview	CCMIT Laboratory, 5 th Floor, South Wing
- Bachelor of Science in Information Technology (BSIT)	115	87%	English (85%), Math (85%), Science (85%); Passed the interview	CCMIT Laboratory, 5 th Floor, South Wing
4. COLLEGE OF ENGINEERING (CE)				
- Bachelor of Science in Civil Engineering (BSCE)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
- Bachelor of Science in Computer Engineering (BSCoE)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
- Bachelor of Science in Electrical Engineering (BSEE)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
- Bachelor of Science in Electronics and Engineering (BSECE)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
- Bachelor of Science in Industrial Engineering (BSIE)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
- Bachelor of Science in Mechanical Engineering (BSME)	118	85%	Math (86%), Physics (86%), English (85%); Passed the interview	ICTC, NALLRC (Library) Building
5. COLLEGE OF ARTS AND LETTERS (CAL)				
- Bachelor of Arts in Philosophy (ABP)	102	82%	Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Arts in Theater Arts (ABTA)	102	82%	Passed the interview	
- Bachelor of Arts in English (ABE)	102	82%	English (82%); Math (82%); Passed the interview	
- Batsilyer ng Artes sa Filipinolohiya (ABF)	102	82%		

College/Academic Program Offerings	Minimum PUPCET Score Requirement	Minimum High School General Weighted Average Requirement	Other Requirements (Minimum High School Final Rating Requirement in Selected Subjects)	Where to Go
6. COLLEGE OF BUSINESS ADMINISTRATION (CBA)				
- Bachelor in Office Administration (BOA)	102	82%	Dean's Office, 2 nd Flr., North Wing	Dean's Office, 2 nd Flr., North Wing
- Bachelor of Science in Business Administration major in Human Resource Development Management (BSBA-HRDM)	102	82%	Dean's Office, 2 nd Flr., North Wing	Dean's Office, 2 nd Flr., North Wing
- Bachelor of Science in Business Administration major in Marketing Management (BSBA-MM)	102	82%	Dean's Office, 2 nd Flr., North Wing	Dean's Office, 2 nd Flr., North Wing
- Bachelor of Science in Entrepreneurship (BSEN)	102	82%	Dean's Office, 2 nd Flr., North Wing	Dean's Office, 2 nd Flr., North Wing
7. COLLEGE OF COMMUNICATION (COC)				
- Bachelor of Arts in Broadcast Communication (BBRC)	102	85%	English (85%), Filipino (85%); Passed the interview and tests on other skills	ICTC, NALLRC (Library) Building
- Bachelor of Arts in Communication Research (BCR)	102	85%	English (85%), Math (85%); Passed the interview and tests on other skills	ICTC, NALLRC (Library) Building
- Bachelor of Arts in Journalism (BJ)	102	85%	Social Studies (85%), English (85%), Filipino (85%); Passed the interview and tests on other skills	ICTC, NALLRC (Library) Building
- Bachelor in Advertising and Public Relation (BAPR)	102	85%	English (85%), Filipino(85%); Passed the interview	ICTC, NALLRC (Library) Building
8. COLLEGE OF SOCIAL SCIENCES AND DEVELOPMENT (CSSD)				
- Bachelor in Cooperative (BC)	102	82%	Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Arts in History (ABH)	102	82%	Passed the interview	Dean's Office
- Bachelor of Science in Psychology (BS Psychology)	115	85%	(English (83%); Math (83%); Passed the interview	Dean's Office
- Bachelor of Science in Sociology (BSS)	102	82%	Passed the interview	Dean's Office
- Bachelor of Science in Economics (BSE)	102	82%	English (85%); Math (85%); Passed the interview	Dean's Office, 2 nd Floor, North Wing

College/Academic Program Offerings	Minimum PUPCET Score Requirement	Minimum High School General Weighted Average Requirement	Other Requirements (Minimum High School Final Rating Requirement in Selected Subjects)	Where to Go
9. COLLEGE OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION (CPSPA)				
- Bachelor in Political Science (BPS)	102	82%	Passed the interview	Dean's Office, 2 nd Flr., North Wing
- Bachelor in Public Administration and Governance (BPAG)	102	82%		
- Bachelor of Science in Political Economy (BSPE)	102	82%	English (85%), Math (85%); Passed the interview	Dean's Office, 2 nd Flr., North Wing
10. COLLEGE OF EDUCATION (COED)				
- Bachelor in Business Teacher Education (BBTE)	115	85%	Passed the interview	Dean's Office
- Bachelor in Elementary Education (BEEEd)	115	85%	Passed the interview	Dean's Office
- Bachelor in Secondary Education (BSEd)	115	85%	Passed the interview	Dean's Office
- Bachelor in Library and Information Science (BLIS)	115	85%	Passed the interview	Dean's Office
11. COLLEGE OF HUMAN KINETICS (CHK)				
- Bachelor in Physical Education (BPE)	115	85%	English (81%); Passed the interview	Dean's Office, 2nd Floor, Gymnasium
12. COLLEGE OF SCIENCE (CS)				
- Bachelor of Science in Nutrition and Dietetics (BSND)	118	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Chemistry (BSCHEM)	118	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor in Applied Statistics (BAS)	102	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Applied Mathematics (BSAM)	102	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Biology (BSBio)	102	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Mathematics (BSM)	102	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Physics (BSP)	102	85%	English (85%); Science (85%); Math (82%); Passed the interview	Dean's Office, 2 nd Floor, North Wing
- Bachelor of Science in Food Technology (BSFT)	105	85%	English (82%); Math (85%), Science (85%); Passed the interview	Dean's Office, 2 nd Floor, North Wing

College/Academic Program Offerings	Minimum PUPCET Score Requirement	Minimum High School General Weighted Average Requirement	Other Requirements (Minimum High School Final Rating Requirement in Selected Subjects)	Where to Go
13. COLLEGE OF TOURISM, HOSPITALITY AND TRANSPORTATION MANAGEMENT (CTHTM)				
- Bachelor of Science in Hospitality Management (BSHM)	102	83%	English (82%); Passed the interview; Pleasing personality; Physically fit; Female at least 5'2" in height; Male at least 5'4" in height	ICTC, NALLRC (Library) Building
- Bachelor of Science in Tourism Management (BSTM)	102	83%	English (82%); Passed the interview; Pleasing personality; Physically fit; Female at least 5'2" in height; Male at least 5'4" in height	ICTC
- Bachelor in Transportation Management (BTM)	102	83%	English (82%); Passed the interview; Pleasing personality; Physically fit	ICTC
14. INSTITUTE OF TECHNOLOGY (IT) THREE-YEAR LADDERIZED DIPLOMA COURSE				
- Diploma in Computer Engineering Management Technology (DCEMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila
- Diploma in Electrical Engineering Management Technology (DEEMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila
- Diploma in Electronics Communications Engineering Management Technology (DECEMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila
- Diploma in Information Communication Management Technology (DICMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila
- Diploma in Mechanical Engineering Management Technology (DMEMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila
- Diploma in Office Management Technology (DOMT)	80	High School Graduate	Passed the interview	IT Building, Pureza St. Sta. Mesa, Manila

Step 3. MEDICAL EXAMINATION

Proceed to the PUP Medical Clinic, Ground Floor, East Wing, and present your Student Admission Record Form 1(SAR F1) to secure a medical clearance. **(Freshman students are required to have their digital chest X-Ray taken inside PUP Campus. (Mobile X-Ray Service is available from April 15-30, 2013)**

Step 4. PAYMENT OF TUITION AND MISCELLANEOUS FEES

Pay the full or 50% of your total assessed fees (tuition and miscellaneous) indicated in the Route-and-Approval Slip at the PUP Cashier's Office, Ground Floor, South Wing.

NOTE: To avoid cancellation of slot, pay your tuition and miscellaneous fees within the enrolment period.

Step 5. ISSUANCE OF REGISTRATION CERTIFICATE

After payment, submit your accomplished SAR Form 1 to the Admission Services/Office of the University Registrar (AS/OUR), Ground Floor, West Wing to get the printed copy of your Registration Certificate.

NOTE: Present your Registration Certificate to your professors on the first day of classes.

Step 6. ISSUANCE OF STUDENT ID

Secure a Student ID on the scheduled date to be announced later.

The first day of classes is on Monday, June 17, 2013.

Congratulations and welcome to the PUP Community!