



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 ADMISSION AND REGISTRATION SERVICES
 CAEPUP-OUS 2024 STA. MESA, MANILA



Billy Joe T. Mones

CAEPUP 2023 APPLICATION FORM

REFERENCE NUMBER: 2024-0107-0524

DATE OF APPLICATION: 01/25/2024

PERSONAL INFORMATION:

Complete Name: **MONES, BILLY JOE TABANAN**

Sex: **M**

Date of Birth: **10/31/1995**

Civil Status: **SINGLE**

CONTACT INFORMATION:

Email Address: **billymones31@yahoo.com**

Contact Number/s: **09532305522**

Address: **B21 L28 Florida Street Tierra Grande Village Manggahan General Trias Cavite 4107, Brgy. Alingaro, City of General Trias, Philippines (the)**

IN CASE OF EMERGENCY, Please Notify:

Contact Person: **Benedict Ella**

Contact Number/s: **09171599862**

Address: **B21 L28 Florida Street Tierra Grande Village Manggahan General Trias Cavite 4107, Brgy. Alingaro, City of General Trias, Philippines (the)**

ACADEMIC INFORMATION (LAST SCHOOL ATTENDED):

Mode of Learning: **High School (non-K-12, old curriculum)**

School Name: **Governor ferrer Memorial National Highschool**

School Address: **Biclatan General trias Cavite**

Year Graduated: **2012**

EMPLOYMENT INFORMATION (OPTIONAL):

Company: **NCH (Employee)**

Contact Number/s: **272137700**

Address: **Macapagal avenue Pasay city 1600**

CHOSEN ACADEMIC PROGRAM:

BSBAHRMOUMN-BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE MANAGEMENT (OU MANILA)

CONFORME:



APPLICANT'S SIGNATURE

DATE

----- TO BE FILLED UP BY AN AUTHORIZED PUP ADMISSION OFFICER -----

REMARKS:



REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY SYSTEM
STUDENT SERVICES OFFICE
STA. MESA, MANILA

SAR-FORM 1

WITH CONFIRMATION DOCUMENTS

Reference Number:
2024-0107-0524



NSTP:

Attach recent
2 × 2" photo here

Confirmation Slip (For a 4-year degree program)

The Open University System Admission Committee,

I am **MONES, BILLY JOE TABANAN**

(Name)

graduated in **2012**

from **GOVERNOR FERRER MEMORIAL NATIONAL HIGHSCHOOL**

would like to confirm my interest to be admitted and enrolled this First Semester Second Semester Summer Term,
Academic Year 2023-2024 in the Open University System Program (Please mark a ✓ to your chosen program course):

- Bachelor of Arts in Broadcasting (BABROUMN)
- Bachelor of Public Administration (BPAOUMN)
- Bachelor of Public Administration with specialization in Fiscal Administration (BPAFAOUMN)
- Bachelor of Science in Business Administration major in Human Resource Management (BSBAHRMOUMN)
- Bachelor of Science in Business Administration major in Marketing Management (BSBAMMOUMN)
- Bachelor of Science in Entrepreneurship (BSENTOUMN)
- Bachelor of Science in Office Administration (BSOAOUMN)
- Bachelor of Science in Tourism Management (BSTMOUMN)

I understand and agree that my enrollment will be automatically cancelled and all the units I have taken will not be credited if I fail to submit HARD COPY of all my complete admission credentials until the end of the current term:

First Semester Second Semester Summer Term, Academic Year 2023-2024.

Respectfully yours,

MONES, BILLY JOE TABANAN

Signature over Printed Name of Applicant

Note: Read carefully the freshman admission and enrollment procedure

**These documents contain personal-identifiable information that is subject to Data Privacy.
Please keep these documents protected and in a safe place.**

FRESHMAN APPLICATION FORM

ACADEMIC YEAR 2023-2024

Name of Applicant: **MONES, BILLY JOE TABANAN**

Reference Number: **2024-0107-0524** Date of Enrollment: _____

1. Submission of HARD COPIES of the ORIGINAL ADMISSION REQUIREMENTS.

Please send the following requirements thru **LOCAL COURIER SERVICES** (Grab, Lalamove, LBC etc.) addressed to:

THE REGISTRAR'S OFFICE
PUP OPEN UNIVERSITY SYSTEM
ESRC Building
PUP Mabini Campus, Sta. Mesa, Manila 53351726
Landmark: In front of PNR Sta. Mesa, Manila Station

a) CHECKLIST OF SUBMITTED REQUIREMENTS

b) NOTARIZED CERTIFICATE OF UNDER OATH

c) School Credential/s from your **LAST SCHOOL ATTENDED**:

- ✓ **For college undergraduate**: Original Transcript of Records and Certificate of Good Moral Character from the last school attended
- ✓ **For TESDA/ (2 or 3 years Technical-Vocational (graduate/undergraduate))**: Original Transcript of Records from the last school attended
- ✓ **For High School Graduates (non k-12)**: Original copy of Form 137, Form 138 and Certificate of Good Moral Character from the last high school attended.
- ✓ **For Senior High School Graduates**: (1) Original Senior High School Card (F138) Grade 12 with school dry seal and (2) Certificate of Good Moral Character issued by the SHS Principal/Guidance Counselor with school dry seal.
- ✓ **For Graduates of Alternative Learning System**: (1) Certificate of Completion, (2) Certificate of Rating, and (3) Verified/Certified True Copy of National List of Passers which shows the name of the applicant

d) Original PSA/NSO Birth Certificate

e) Original PSA/NSO Marriage Certificate (for married female applicant who opt to use their husband surname)

f) Latest Certificate of Employment

g) Letter of Recommendation from your immediate/former supervisor and/or professor/teacher from your last school attended.

h) NBI/Police Clearance within the last 6 months (if unemployed)

i) Two copies ID pictures, 2x2 inch (recent, identical, in formal attire, white background)

Place all the original copies of the requirements in a **sealed long brown envelope**. Please refer to the following format in labeling the **back** of your envelope indicating your **full name, school year applied, desired course, (code only) and campus (OUS-Manila)**:

DELA CRUZ, JOSE A.
BSENTREP
(1stSemAY23-24)
OUS-MANILA

Deadline of submission of all the documentary requirements: SEPTEMBER 15, 2023.

These documents contain personal-identifiable information that is subject to Data Privacy.
Please keep these documents protected and in a safe place.

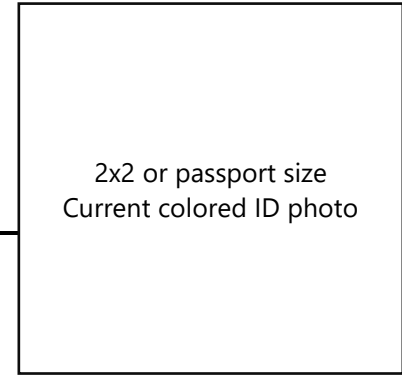
KINDLY FILL-UP THIS FORM AND SUBMIT IT TOGETHER WITH THE OTHER ADMISSION REQUIREMENTS.

**OUS STUDENT SERVICES OFFICE
CHECKLIST OF ADMISSION REQUIREMENTS**

NAME: _____

Desired Course: _____

- ADMISSION FORM/UNDERTAKING FORM/PROBATION FORM**
- ORIGINAL TRANSCRIPT OF RECORDS WITH REMARKS**
- “COPY FOR PUP OPEN UNIVERSITY SYSTEM”**
- ORIGINAL COPY OF FORM 137-A WITH REMARKS
“COPY FOR PUP OPEN UNIVERSITY SYSTEM”**
- ORIGINAL COPY OF ALS/PEPT CERTIFICATE
OF COMPLETION, DIPLOMA AND RATING**
- CERTIFICATE OF GOOD MORAL**
- PSA BIRTH CERTIFICATE**
- PSA MARRIAGE CERTIFICATE**
- CERTIFICATE OF EMPLOYMENT**
- NBI/POLICE CLEARANCE**
- RECOMMENDATION LETTER/LETTER FROM
IMMEDIATE SUPERVISOR**
- 2 PCS. PICTURE IN WHITE BACKGROUND**



HEALTH INFORMATION FORM FOR STUDENTS

PART I. STUDENT INFORMATION

Name: _____ PUP Student No.: _____
 Home Address: _____ School Year: _____
 Age: _____ Sex: _____ Civil Status: _____ Course / College: _____
 Blood Type: _____ Email Address: _____
 Parent's Name / Guardian / Spouse: _____
 Landline: _____ Cellphone: _____

PART II. MEDICAL HISTORY

1. Do you need medical attention or has known medical illness? No Yes

(Please check the following that apply and give more information as needed)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Loss of Consciousness | <input type="checkbox"/> Eye Disease/Defect | <input type="checkbox"/> Accident Injuries |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Kidney Disease | <input type="checkbox"/> Tuberculosis / Primary Complex |
| <input type="checkbox"/> Convulsion/Epilepsy | <input type="checkbox"/> Hyperventilation | <input type="checkbox"/> Hemophilia | |
| <input type="checkbox"/> Migraine | <input type="checkbox"/> High Blood Pressure | | |
| <input type="checkbox"/> Others (Pls. Indicate): _____ | | | |

2. Do you have disability? No Yes, What type of disability? _____

3. Additional Information for Students with Medical Conditions:

As a Parent/Guardian, I would like to declare that my child had history of allergies to the following:

Food: _____ No Known Allergies: _____
 Medicines: Aspirin Ibuprofen Amoxicillin
 Mefenamic Acid Penicillin Others: _____

PART III. PERSONAL SOCIAL HISTORY

Cigarette Smoking: Yes No
 Alcohol Drinking: Yes No

I hereby state to the best of my knowledge, my answers to the above questions are complete and correct.

By affixing my signature (Parent/Guardian and Student), I agree to the Data Privacy Act of 2012 and its implementing rules and regulations and voluntarily giving my consent in the collection and processing of the student's name above its Personal Information in accordance with such as health assessment, treatment and/or research following research ethics guidelines for the improvements of healthcare services. This consent will remain in full force until I revoke it in writing.

 Signature of Parent/Guardian

 Signature of Student

 Date

For PUP Physicians Only

Please Check

Medical Clearance: Issued Pending, Reason: _____

 Date

 Physician's Name and Signature



CERTIFICATION OF UNDER OATH

I, _____, of legal age, Filipino, with residence and postal address at _____ having been duly sworn to in accordance with the law, do hereby depose and say THAT:

1. I am an enrollee of Polytechnic University of the Philippines (PUP)-Open University System, Sta. Mesa, Manila.
2. In compliance with the documentary requirements of the University, among others, I am submitting the following documents within the First Semester, Academic Year 2022-2023:
 - a) **SCHOOL CREDENTIALS FROM YOUR LAST SCHOOL ATTENDED:**
 - ✓ **For college undergraduate:** Original Transcript of Records and Certificate of Good Moral Character from the last school attended
 - ✓ **For High School Graduates:** Original copy of Form 137, Form 138 and Certificate of Good Moral Character from the last high school attended.
 - ✓ **For Senior High School Graduates:** (1) Original Senior High School Card (F138) Grade 12 with school dry seal and (2) Certificate of Good Moral Character issued by the SHS Principal/Guidance Counselor with school dry seal.
 - ✓ **For Graduates of Alternative Learning System:** (1) Certificate of Completion, (2) Certificate of Rating, and (3) Verified/Certified True Copy of National List of Passers which shows the name of the applicant
 - ✓ **For TESDA/ (2 or 3 years Technical-Vocational (graduate/undergraduate):** Original Transcript of Records from the last school attended
 - b) Original PSA Birth Certificate
 - c) Original PSA Marriage Certificate (for married female applicant who opts to use their husband surname)
 - d) Latest Certificate of Employment
 - e) Letter of Recommendation from your immediate/former supervisor and/or professor/teacher from your last school attended.
 - f) NBI/Police Clearance within the last 6 months (if unemployed)
 - g) Two copies ID pictures, 2x2 inch (recent, identical, in formal attire, white background)
3. I vouch the authenticity and genuineness of the documents I submitted to PUP.
4. I undertake and assume full and complete responsibility for all the consequences which may arise in case the any of the documents I submitted is found to have been falsified or fabricated.
5. **I ALSO DECLARE UNDER OATH THAT I AM NOT CURRENTLY ENROLLED NOR GRADUATED IN ANY HIGHER EDUCATION INSTITUTIONS (HEIS) OTHER THAN PUP OPEN UNIVERSITY SYSTEM OR ELSE MY ENROLLMENT WILL BE CANCELLED.**
6. **I AM AWARE THAT ONCE I HAVE BEEN ADMITTED TO THE OPEN UNIVERSITY SYSTEM, I AM NOT ALLOWED TO TRANSFER TO THE PUP MAIN, BRANCHES AND CAMPUSES.**
7. I understand that my admission is merely provisional, and that the University reserves its right to deny my application for enrollment or revoke my enrollment should the information I declared, or documents submitted have been found to be deceitful, fabricated and falsified without prejudice to filing a criminal case against me; and
8. I am executing this Certification of Under Oath for the University to proceed with my enrollment.

IN WITNESS WHEREOF, I have hereunto set my hand this day of _____, 20__ at _____.

 Full Name and Signature
 AFFIANT

SUBSCRIBED AND SWORN to before me this day of _____, 20__ at _____, Philippines, affiant exhibiting to me his/her _____ as proof of his/her identity.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of 20____.





Republic of the Philippines

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
OPEN UNIVERSITY SYSTEM

STUDENT INFORMATION SYSTEM

You may download the Registration Form once the payment for the tuition fee is already credited to your SIS account. To download the Registration Form for officially enrolled Freshman students this A.Y. 2020-2021:

1. Go to <https://sisstudents.pup.edu.ph/>
2. Click **Forgot Password**.
3. Type the **email address** that you have used in the iApply registration.
4. Click the **Request new password** button.
5. Check from your email's Inbox/Spam/Junk folder for the system-generated username and password sent by the "PUPSIS Student Module".
6. Go back to <https://sisstudents.pup.edu.ph/>
7. Type the **username** as the Student Number, system-generated **password**, and the **date of birth** as entered during your iApply registration.
8. Click **Sign in**.
9. Click **Enrollment**, and click **Certificate of Registration**.
10. **Download, save and print** a copy of your Certificate of Registration.

Reminders:

- Please change your system-generated password upon login.
 - Click the drop-down arrow beside your name at the top right portion of the page and click Change Password.
 - Type the system-generated password and type the new password twice. Click Change Password.Try to log out and log in with your new password.

NOTE:

THE STUDENT WILL HAVE AN ACCESS ONCE THE PAYMENT HAS BEEN CREDITED BY THE FUND MANAGEMENT OFFICE.

