



Republic of the Philippines
Department of Education



Office of the Secretary

NOV 10 2008

DepED MEMORANDUM
No. **519**, s. 2008

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES SCHOOL YEAR 2009-2010
ENTRANCE EXAMINATION**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools

1. The Polytechnic University of the Philippines (PUP), the largest state university in the country in terms of student population, will hold its School Year 2009-2010 Entrance Examination on February 8 and 15, 2009.
2. Enclosed is a copy of the information on the new PUP College Entrance Test application system to all secondary schools in Metro Manila and in the provinces.
3. For more queries, contact Mr. Mart Elias Carlo M. Marañon, Coordinator for Schools, cellphone no. 0916-3650430 or Dr. Divina T. Tormon-Pasumbal, Director, cellphone no. 0920-9084152; or call up the Public Affairs Office, Office of the President, Polytechnic University of the Philippines at tel. no. 716-6486.
4. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary

Encl.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

**EXAMINATIONS
SCHOOLS
STUDENTS**

Sally: PUP entrance examination
October 30, 2008

PUPCET iApply follows three (3) simple steps - **Apply Online, Pay Fee, and Claim Permit.**
(Enclosure to DepED Memorandum No. 519, s. 2008)

Apply Online

1. Go to PUPWebSite (<http://www.pup.edu.ph/>). Click the **Apply Now** button. You will be taken to the iApply System where you will be asked some questions to determine if you are qualified as an applicant. Click **Proceed** to begin your online application.
2. Fill-up the online form. Input the corresponding data required in the form and click **Next**. This will take you to a page where you can verify the data you just have entered.
3. If the data you have entered is correct, read the service agreement and confirm by checking **Yes, I have read and understand** entering your digital signature, and typing the characters in the Digital Security image. Click **Make Changes** if you need to make the necessary changes or **Next** to proceed.
4. Upon successful submission of your data, click **Display Voucher** to print your **Payment Voucher**. If you can't print your voucher, you can always go to: <http://systems.pup.edu.ph/iapply/Voucher.aspx> to generate it.
5. **PRINT YOUR PAYMENT VOUCHER**

IMPORTANT: Your **Payment Voucher** needs to be printed because you will present this when you pay the Application Fee. Please remember your Reference Number.

A Notification Message will be sent to the e-mail address you supplied on the online form after a successful submission of the form. This e-mail message contains the system's confirmation of your online application. To re-send this message, go to: <http://systems.pup.edu.ph/iapply/notify.aspx>

6. Certification of Grades

Go to the Office of the School Registrar where you are currently enrolled and request for the certification of your high school weighted average in the First Year, Second Year and Third Year.

A certification for is printed on the lower portion of the Payment Voucher that you printed. **Request your School Registrar to fill-up and sign the form with the school seal.**

Pay Fee

Through Land Bank of the Philippines (LANDBANK)

Advisory: LANDBANK will start accepting payments for PUPCET on September 8, 2008.

1. Go to the nearest LANDBANK Branch nationwide to remit payment via ONLINE COLLECTION.
(Click here to look for a LANDBANK branch nearest you)
2. Fill-up three (3) copies of Deposit Slip with the **APPLICANT'S FULL NAME (NOT the NAME OF PARENT, GUARDIAN or REPRESENTATIVE)**, Reference Number, and Amount to be paid (as indicated in the provided payment voucher).
Distribution of Deposit Slip shall be as follows:
 - o Original - Accepting Branch
 - o Duplicate and Triplicate - Payor Copy
3. Detach the Bank Copy of the provided Payment Voucher.
4. Present to the LANDBANK teller duly accomplished Deposit Slip with your payment.
5. After processing your payment, the LANDBANK Teller will give you the duplicate and triplicate copy of the Deposit Slip. Keep it together with the Applicant Copy of the Printed Payment Voucher.

Please allow two to three (2-3) working days before claiming your Test Permit.

Claim Permit

1. Go to the **PUPCET iApply Center (Admissions Office)** inside the **PUP Main Campus, Sta. Mesa, Manila**.
2. Present the following to the Admission Officer:
 - Applicant's Copy of your Printed Payment Voucher;
 - Duplicate Validated Copy of the LANDBANK Deposit Slip
 - Certification of Grades signed by the High School Principal showing the Applicant's General Weighted Average (GWA) in the first, second and third year.

The **Admission Officer** will validate your application in their records. (Don't forget to sign your Applicant's Copy of the Print Payment Voucher)

3. If validated, you will be asked to have your digital photo taken.
4. The Admission Officer will print your **PUPCET Test Permit** and give it to you.

The Test Permit contains the Date, Time, and Place of your Entrance Test (and other information). You will present this Permit to the Test Administrator when you take the Entrance Test.

Remember, **DO NOT misplace these documents**.

IMPORTANT, READ CAREFULLY: Keep the following in a safe place:

This document
Your Examination Permit
Your duplicate validated copy of the LANDBANK Deposit Slip

PUP will not be held responsible for the loss of these documents that will arise from the applicant's negligence.

NO VALID DOCUMENTS, NO PROCESSING.