

National Engineering Center (NEC)

1. Process Request for Rental of Facilities

The UP NEC offers rental of its facilities for the purposes of meetings, discussions, and fora.

Office or Division:	National Engineering Center (NEC)	
Category:	External Service	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All	
Operating Hours:	8:00 AM - 5:00 PM	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	

1. Request Letter (1) Electronic Copy	Applicant / Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request letter Location: Email: nec_info.upd@up.edu.ph	1.1. Receive, evaluate request letter and check availability of facilities	None	1 working day/s	• Administrative Officer; Administrative Services Division (NEC-ASD)
	1.2. Send approval/disapproval notice		1 working day/s	• Administrative Officer; Administrative Services Division (NEC-ASD)
2. Receive and acknowledge approval/ disapproval notice Location:	2.1. Record acknowledgement receipt	None	4 hour/s	• Administrative Officer; Administrative

Email: nec_info.upd@up.edu.ph				Services Division (NEC-ASD)
	2.2. Prepare Billing Invoice through BULSA and send it to the requesting agency		4 hour/s	• Administrative Officer; Administrative Services Division (NEC-ASD)
3. Pay the necessary fee through any of the following payment options:				
Payment through UPD Cash Office 3.A.UPD Cash Office Location: Diliman Cash Office (DCO) Notes/Instruction: <i>UPD Cash Office: 1 Day if Payment is in Cash or Manager's Check</i>	3.A. Receive payment and issue official receipt	Formula Fees Breakdown: Duration-based Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO)
Payment through UP NEC Special Collecting Officer 3.B.UP NEC Special Collecting Officer Location: National Engineering Center (NEC) Notes/Instruction: <i>UP NEC Special Collecting Officer: 1 Day if Payment is in Cash or Manager's Check</i>	3.B. Receive payment and issue official receipt	Formula Fees Breakdown: Duration-based Fee	1 working day/s	• Special Collecting Officer; National Engineering Center (NEC)
Payment through Landbank bank transfer/deposit to UP Diliman Trust Fund 3.C.Landbank bank transfer/deposit to UP Diliman Trust Fund Location: Land Bank of the Philippines Notes/Instruction: <i>Landbank bank transfer/deposit to UP Diliman</i>	3.C. Receive and acknowledge receipt of deposit slip/ confirmation receipt (subject to verification)	Formula Fees Breakdown: Duration-based Fee	1 working day/s	• Bank Teller; Land Bank of the Philippines

Trust Fund: 1 Day (verification days not included)

Total Processing Time:

*For Payment through UPD Cash Office	Working Days: 3 working day/s, 15 minute/s
*For Payment through UP NEC Special Collecting Officer	Working Days: 4 working day/s
*For Payment through Landbank bank transfer/deposit to UP Diliman Trust Fund	Working Days: 4 working day/s

Total Processing Fee:

*For Payment through UPD Cash Office	Total Standard Fee: None See other fees below
*For Payment through UP NEC Special Collecting Officer	Total Standard Fee: None See other fees below
*For Payment through Landbank bank transfer/deposit to UP Diliman Trust Fund	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

Duration-based Fee

FACILITIES	CAPACITY (Persons)	FEES TO BE PAID
Audio Visual Room	90	PHP 4,350.00 for the 1 st 4 hours + PHP 1,200.00/hour for the succeeding hours
Seminar Room A	50	PHP 3,800.00 for the 1st 4 hours + PHP 1,000.00/hour for the succeeding hours
Seminar Room B	40	PHP 3,050.00 for the 1st 4 hours + PHP 770.00/hour for the succeeding hours
Seminar Room C	30	PHP 2,300.00 for the 1st 4 hours + PHP 575.00/hour for the succeeding hours

JICA Computer Room	30	PHP 3,750.00 for the 1st 4 hours + PHP 950.00/hour for the succeeding hours
Executive Board Room	24	PHP 2,500.00 for the 1st 4 hours + PHP 600.00/hour for the succeeding hours
The Hub	20	PHP 2,500.00 for the 1st 4 hours + PHP 600.00/hour for the succeeding hours
Lounge A	60	PHP 3,000.00 for the 1st 4 hours + PHP 500.00/hour for the succeeding hours
Lounge B	50	PHP 2,500.00 for the 1st 4 hours + PHP 1,000.00/hour for the succeeding hours
Pantry	35	PHP 2,250.00 for the 1st 4 hours + PHP 350.00/hour for the succeeding hours
Pergola		PHP 3,000.00 for the 1st 4 hours + PHP 500.00/hour for the succeeding hours
NEC Grounds		PHP 4,350.00 for the 1 st 4 hours + PHP 1,200.00/hour for the succeeding hours

2. Process Pre-assessment of Manuscript for Possible Publication in the Philippine Engineering Journal

The UP NEC accepts manuscripts for pre-assessment prior to review for possible publication in the Philippine Engineering Journal.

Office or Division:	National Engineering Center (NEC)							
Category:	External Service							
Classification:	Highly Technical							
Type of Transaction:	G2C (Government to Citizen)							
Who may avail:	Open to anyone who has unpublished research in any field of engineering.							
Operating Hours:	8:00 AM - 5:00 PM							
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
For Standard Requirement								
1. Letter to the Editor-in-Chief (1) Electronic Copy								
Applicant / Client								
Remarks: The letter should state the relevance of the study and that the work is original and has not been published yet								
<hr/> 2. Manuscript (1) Electronic Copy								
Applicant / Client								
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)				
1. Register in https://mc04.manuscriptcentral.com/pej and submit the complete requirements Location: Website: https://mc04.manuscriptcentral.com/pej	1.1. Review paper submitted for completeness, formatting, and similarity index	None	1 working day/s	• Publication Coordinator ; Engineering Information Division (NEC-EID)				

1.2. Assess paper for publication worthiness and relevance and assign Associate Editor		3 working day/s	<ul style="list-style-type: none"> Editor-in-Chief; Engineering Information Division (NEC-EID)
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2. Actions based on pre-assessment results

If passed pre-assessment 2.A. Receive approval notification Location: Website: https://mc04.manuscriptcentral.com/pej	2.A. Spearhead review and evaluate the paper for relevance, and identify and invite reviewers	None	21 working day/s	<ul style="list-style-type: none"> Associate Editor; Engineering Information Division (NEC-EID)
If does not pass pre-assessment 2.B. Receive pre-assessment results Location: Website: https://mc04.manuscriptcentral.com/pej	2.B. Unsubmit paper if it does not satisfy the requirements for review and inform the author/client, if there are comments and request for revisions	None	3 working day/s	<ul style="list-style-type: none"> Editor-in-Chief; Engineering Information Division (NEC-EID)

Total Processing Time:

*For If passed pre-assessment	Working Days: 25 working day/s
*For If does not pass pre-assessment	Working Days: 7 working day/s

Total Processing Fee:

*For If passed pre-assessment	Total Standard Fee: None
*For If does not pass pre-assessment	Total Standard Fee: None

3. Process of Application for Journal Subscription

The UP NEC accepts requests for the subscription of the Philippine Engineering Journal.

Office or Division:	National Engineering Center (NEC)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Request Letter

(1) Electronic Copy

Applicant / Client

2. List of Order

(1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit all requirements Location: Email: pej.nec@up.edu.ph	1.1. Receive the requirements	None	1 hour/s	<ul style="list-style-type: none">• Receiving Personnel; Engineering Information Division (NEC-EID)• Publication Coordinator; Engineering Information Division (NEC-EID)

1.2. Prepare Billing Invoice through BULSA and send it to the requesting agency		2 hour/s	<ul style="list-style-type: none"> • Receiving Personnel; Engineering Information Division (NEC-EID)
1.3. Prepare the orders		5 hour/s	<ul style="list-style-type: none"> • Receiving Personnel; Engineering Information Division (NEC-EID) • Publication Coordinator; Engineering Information Division (NEC-EID)

2. Pay the necessary fee through any of the following payment options:

Cash Payment 2.A.Cash Payment Location: Diliman Cash Office (DCO) - 3 G. Apacible, Diliman, Quezon City, Metro Manila or National Engineering Center (NEC) - Junio Hall, corner Agoncillo St., and Osmena Avenue, Diliman, Quezon City, Metro Manila	2.A. Receive payment and issue official receipt	Formula Fees Breakdown: Quantity-Based Fee	15 minute/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
Check Payment 2.B.Check Payment Location: Diliman Cash Office (DCO) - 3 G. Apacible, Diliman, Quezon City, Metro Manila	2.B. Receive payment and issue official receipt	Formula Fees Breakdown: Quantity-Based Fee	30 minute/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO)

Total Processing Time:

*For Cash Payment	Working Days: 1 working day/s, 15 minute/s
*For Check Payment	Working Days: 1 working day/s, 30 minute/s
Total Processing Fee:	

*For Cash Payment	Total Standard Fee: None See other fees below
*For Check Payment	Total Standard Fee: None See other fees below
Formula / Schedule of Fees	
Quantity-Based Fee Price depend on the publication cost (will be available in the Billing Invoice sent)	

4. Process request for project/consultancy/research proposals from government agencies and government owned and controlled corporations (GOCCs)

The UPNEC provides a venue for continuing interaction among government, industry, and the university which will be beneficial to all concerned and, at the same time, serve the interests of national development. As the research and extension arm of the UP College of Engineering (UPCOE), the UPNEC also provides consultancy and research services to both government and non-government agencies as well as the general public.

Office or Division:	National Engineering Center (NEC)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2G (Government to Government)	
Who may avail:	All government agencies and GOCCs	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement

1. Letter of Request

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

2. Terms of Reference

(1) Electronic Copy Or (1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit an official letter of request describing the project/consultancy/ research proposal needed (e-mail requests accepted)</p> <p>Location:</p> <ul style="list-style-type: none"> Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221 Online: nec@up.edu.ph 	<p>1. Receive and verify request; forward to NEC Executive Director or Deputy Executive Director for proper action</p>	None	10 working day/s	<ul style="list-style-type: none"> Receiving Personnel; Project Development & Management Division (NEC-PDMD)

<p>2. Attend pre-proposal meetings that may be arranged; coordinate site inspection if needed</p> <p>Location:</p> <ul style="list-style-type: none"> • Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221 • Onsite: Client's location • Online: Via Zoom 	<p>2. Coordinate logistics of the meeting/site visit</p>	<p>None</p>	<p>10 working day/s</p>	<ul style="list-style-type: none"> • Division Head Project; Project Development & Management Division (NEC-PDMD)
<p>3. Submit agency documents as required to aid in the development of the project proposal</p> <p>Location:</p> <p>Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221</p>	<p>3. Receive documents</p>	<p>None</p>	<p>10 working day/s</p>	<ul style="list-style-type: none"> • Receiving Personnel; Project Development & Management Division (NEC-PDMD)
<p>Total Processing Time:</p>		<p>Working Days: 30 working day/s</p>		
<p>Total Processing Fee:</p>		<p>Total Standard Fee: None</p>		

5. Preparation and signing of Memorandum of Agreement (MOA) / Consultancy Service Agreement (CSA) between UP (through the UPNEC) and government agencies / GOCCs

The UPNEC provides a venue for continuing interaction among government, industry, and the university which will be beneficial to all concerned and, at the same time, serve the interests of national development. As the research and extension arm of the UP College of Engineering (UPCOE), the UPNEC also provides consultancy and research services to both government and non-government agencies as well as the general public.

Office or Division:	National Engineering Center (NEC)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All government agencies and GOCCs			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Draft MOA / CSA (already approved by the legal division of the client) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
2. Notice of Award (BAC Resolution) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
3. Certificate of Availability of Funds (CAF) (1) Original Copy Or (1) Electronic Copy Or (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Approve and submit the draft MOA/CSA Location: <ul style="list-style-type: none">On-site: Project Development & Management Division (NEC-PDMD) Room 220-221	1. Receive the approved draft MOA/CSA and CAF	None	1 working day/s	<ul style="list-style-type: none"> Receiving Personnel; Project Development & Management Division (NEC-PDMD)

<ul style="list-style-type: none"> Online: Email: nec@up.edu.ph 				
<p>2. Submit the Certificate of Availability of Funds (CAF)</p> <p>Location:</p> <ul style="list-style-type: none"> On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 Online: Email: nec@up.edu.ph 	<p>2.1. Submit the MOA/ CSA and required attachments to proper UP offices for review and endorsement</p>	None	2 working day/s	<ul style="list-style-type: none"> Division Head Project; Project Development & Management Division (NEC-PDMD)
	<p>2.2. Return at least four (4) original copies MOA/CSA to client for signature of authorized client signatories</p>		1 working day/s	<ul style="list-style-type: none"> Division Head Project; Project Development & Management Division (NEC-PDMD)
<p>3. Return at least two (2) original copies of the MOA/CSA (completely signed and notarized) to UPNEC</p> <p>Location:</p> <p>Project Development & Management Division (NEC-PDMD)</p>	<p>3. Receive the two (2) original copies</p>	None	1 working day/s	<ul style="list-style-type: none"> Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

6. Process request for project/consultancy/research proposals from private institutions

The UPNEC provides a venue for continuing interaction among government, industry, and the university which will be beneficial to all concerned and, at the same time, serve the interests of national development. As the research and extension arm of the UP College of Engineering (UPCOE), the UPNEC also provides consultancy and research services to both government and non-government agencies as well as the general public.

Office or Division:	National Engineering Center (NEC)				
Category:	External Service				
Classification:	Highly Technical				
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)				
Who may avail:	All private institutions, development organizations, NGOs, private individuals				
Operating Hours:	8:00 AM - 5:00 PM				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Standard Requirement					
1. Letter of Request (1) Original Copy Or (1) Electronic Copy	Applicant / Client				
2. Terms of Reference (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy Or (1) Certified True Copy	Applicant / Client				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
<p>1. Submit an official letter of request describing the project/consultancy/ research proposal needed (e-mail requests accepted)</p> <p>Location:</p> <ul style="list-style-type: none"> On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 Online: Email: nec@up.edu.ph 	<p>1. Receive and verify request; forward to NEC Executive Director or Deputy Executive Director for proper action</p>	None	10 working day/s	<ul style="list-style-type: none"> Receiving Personnel ; Project Development & Management Division (NEC-PDMD) 	

<p>2. Attend pre-proposal meetings that may be arranged; coordinate site inspection if needed</p> <p>Location:</p> <ul style="list-style-type: none"> • On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 • On-site: Client's location • Online: Via Zoom 	<p>2. Send request for coordination meeting</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Division Head ; Project Development & Management Division (NEC-PDMD)
<p>3. Submit agency documents as required to aid in the development of the project proposal</p> <p>Location:</p> <p>Project Development & Management Division (NEC-PDMD)</p>	<p>3.1. Receive documents</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
	<p>3.2. Assessment of submitted documents</p>		<p>5 working day/s</p>	<ul style="list-style-type: none"> • Division Head; Project Development & Management Division (NEC-PDMD)
	<p>3.3. Approval of the proposal</p>		<p>2 working day/s</p>	<ul style="list-style-type: none"> • Deputy Executive Director; National Engineering Center (NEC) • Executive Director; National Engineering Center (NEC)
<p>Total Processing Time:</p>		<p>Working Days: 18 working day/s, 15 minute/s</p>		
<p>Total Processing Fee:</p>		<p>Total Standard Fee: None</p>		

7. Preparation and signing of Memorandum of Agreement (MOA) / Consultancy Service Agreement (CSA) between UP (through the UPNEC) and private institutions

The UPNEC provides a venue for continuing interaction among government, industry, and the university which will be beneficial to all concerned and, at the same time, serve the interests of national development. As the research and extension arm of the UP College of Engineering (UPCOE), the UPNEC also provides consultancy and research services to both government and non-government agencies as well as the general public.

Office or Division:	National Engineering Center (NEC)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	All private institutions, development organizations, NGOs, private individuals			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Draft MOA / CSA (already approved by the legal division of the client) (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
2. Board Resolution or Secretary's Certificate Authorizing Official to Sign on Agreements in Behalf of the Company (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
3. Certificate of Availability of Funds (CAF) (1) Original Copy Or (1) Certified True Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Approve and submit the draft MOA/CSA</p> <p>Location:</p> <ul style="list-style-type: none"> On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 Online: Email: nec@up.edu.ph 	<p>1. Receive the approved draft MOA/CSA, CAF, Board Resolution or Secretary's Certificate</p>	None	1 working day/s	<ul style="list-style-type: none"> Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
<p>2. Submit the CAF and the Board Resolution or Secretary's Certificate</p> <p>Location:</p> <ul style="list-style-type: none"> Project Development & Management Division (NEC-PDMD) Room 220-221 	<p>2.1. Submit the MOA/ CSA and required attachments to proper UP offices for review and endorsement</p>	None	2 working day/s	<ul style="list-style-type: none"> Division Head; Project Development & Management Division (NEC-PDMD)
	<p>2.2. 3. Return at least four (4) original copies MOA/CSA to client for signature of authorized client signatories</p>		1 working day/s	<ul style="list-style-type: none"> Division Head ; Project Development & Management Division (NEC-PDMD)
<p>3. Return at least two (2) original copies of the MOA/CSA (completely signed and notarized) to UP NEC</p> <p>Location:</p> <p>Project Development & Management Division (NEC-PDMD) Room 220-221</p>	<p>3. Receive the two (2) original copies</p>	None	1 working day/s	<ul style="list-style-type: none"> Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		Total Standard Fee: None		

8. Process Request to Attend a Training Program

The UP NEC offers and conducts training programs that are designed to provide continuing education and to upgrade the skills of engineers, researchers, practitioners, public servants, and the like.

Office or Division:	National Engineering Center (NEC)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Accomplished Pre-Registration Form (1) Electronic Copy		Agency - Division: National Engineering Center (NEC) - Professional Engineering Training Division (NEC-PETD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish the online pre-registration form which can be via Social Media page and Website Location: <ul style="list-style-type: none"> Online: Social media page: https://www.facebook.com/UPNECTraining Online: Website: https://nec.up.edu.ph/trainings 	1.1. Receive and verify registration	None	2 hour/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.2. Send basic information about the training and links related to course description, payment, and FAQs.		2 hour/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.3. Ask for confirmation of attendance		2 hour/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering

			Training Division (NEC-PETD)
	1.4. Include in the database of initial registered participants	1 hour/s	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.5. Issue billing invoice and provide link to the payment guidelines.	1 hour/s	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)

2. Pay the necessary fee through any of the following payment options:

Cash Payment 2.A.Cash Payment Location: Diliman Cash Office (DCO) - 3 G. Apacible, Diliman, Quezon City, Metro Manila or National Engineering Center (NEC) - Junio Hall, corner Agoncillo St., and Osmena Avenue, Diliman, Quezon City, Metro Manila Notes/Instruction: <i>Refer to the Table of Rates below</i>	2.A. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Duration-Based Fee	15 minute/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
Check Payment 2.B.Check Payment Location: Diliman Cash Office (DCO) - 3 G. Apacible, Diliman, Quezon City, Metro Manila or	2.B. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Duration-Based Fee	15 minute/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering

<p>National Engineering Center (NEC) - Junio Hall, corner Agoncillo St., and Osmena Avenue, Diliman, Quezon City, Metro Manila</p> <p>Notes/Instruction:</p> <p><i>Refer to the Table of Rates below</i></p>				<p>Center (NEC)</p>
<p>LDDAP-ADA 2.C.LDDAP-ADA</p> <p>Location:</p> <p>Diliman Cash Office (DCO) - 3 G. Apacible, Diliman, Quezon City, Metro Manila</p> <p>or</p> <p>National Engineering Center (NEC) - Junio Hall, corner Agoncillo St., and Osmena Avenue, Diliman, Quezon City, Metro Manila</p> <p>Notes/Instruction:</p> <p><i>Refer to the Table of Rates below</i></p>	<p>2.C. UP NEC/UPD Cash Office: Have the LDDAP-ADA endorsed, received payment, and issue official receipt</p>	<p>Formula Fees Breakdown: Duration-Based Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
<p>Landbank Linkbiz 2.D.Landbank Linkbiz</p> <p>Location:</p> <p>Website: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal</p> <p>Notes/Instruction:</p> <p><i>Refer to the Table of Rates below</i></p>	<p>2.D. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt</p>	<p>Formula Fees Breakdown: Duration-Based Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p>Total Processing Time:</p>				
<p>*For Cash Payment</p>		<p>Working Days: 1 working day/s, 15 minute/s</p>		
<p>*For Check Payment</p>		<p>Working Days: 1 working day/s, 15 minute/s</p>		
<p>*For LDDAP-ADA</p>		<p>Working Days: 1 working day/s, 15 minute/s</p>		
<p>*For Landbank Linkbiz</p>		<p>Working Days: 1 working day/s, 15 minute/s</p>		
<p>Total Processing Fee:</p>				

*For Cash Payment	Total Standard Fee: None See other fees below
*For Check Payment	Total Standard Fee: None See other fees below
*For LDDAP-ADA	Total Standard Fee: None See other fees below
*For Landbank Linkbiz	Total Standard Fee: None See other fees below

Formula / Schedule of Fees

Duration-Based Fee

NO. OF TRAINING DAYS	FEES TO BE PAID
1 Day	PHP 5,500.00
2 Days	PHP 10,500.00
3 Days	PHP 15,000.00

9. Process Request for a Customized Training Program

The UP NEC offers and conducts customized training programs to suit specific needs of a certain company or organization. Based on the needs or request of an organization; a regular training or certification program can be customized, a new training program can be developed, customized training program can be organized either in UP NEC or at the organization's premises or preferred venue, and participation to customized training programs is exclusive to the requesting organization.

Office or Division:	National Engineering Center (NEC)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	

For Standard Requirement

1. Request (email or letter) stating preferred training program or issues/concerns to be addressed through training program, target dates, venue, profile of participants, etc.
 (1) Original Copy Or (1) Electronic Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request letter to Professional Engineering Training Division, Room 204 or send an email to nec.training@up.edu.ph Location: <ul style="list-style-type: none"> • On-site: Professional Engineering Training Division (NEC-PETD), Room 204 • Online: Email: nec.training@up.edu.ph 	1. Receive the request and submit the MOA or Proposal for review	None	1 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
2. Receive, review, and submit reviewed MOA or Proposal Location: On-site: Professional Engineering Training Division	2.1. Receive, review, and finalize MOA or Proposal	None	56 working day/s	• Training Coordinator; Professional Engineering Training

				Division (NEC-PETD)
	2.2. Send finalized MOA or Proposal for signature		22 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
3. Receive and send signed MOA or Proposal Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204	3.1. Receive signed MOA or Proposal and request head of unit to sign as witness	None	2 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	3.2. Submit to OVRD-OEC for endorsement to OC		22 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	3.3. Receive signed MOA		1 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	3.4. Notarize signed MOA and submit 1 original copy to Client and OEC for UP BOR confirmation		6 hour/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	3.5. Issue billing invoice		2 hour/s	• Training Coordinator; Professional Engineering Training

				Division (NEC-PETD)
4. Receive notarized MOA or signed proposal and pay the agreed fees through any of the following payment options:				
Cash Payment 4.A.Cash Payment Location: On-site: Diliman Cash Office (DCO) or National Engineering Center (NEC)	4.A. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Agreement-Based Fee	1 working day/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
Check Payment 4.B.Check Payment Location: On-site: Diliman Cash Office (DCO) or National Engineering Center (NEC)	4.B. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Agreement-Based Fee	1 working day/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
LDDAP-ADA 4.C.LDDAP-ADA Location: On-site: Diliman Cash Office (DCO) or National Engineering Center (NEC)	4.C. UP NEC/UPD Cash Office: Have the LDDAP-ADA endorsed, received payment, and issue official receipt	Formula Fees Breakdown: Agreement-Based Fee	1 working day/s	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
Landbank Linkbiz 4.D.Landbank Linkbiz Location: Online: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal	4.D. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt	Formula Fees Breakdown: Agreement-Based Fee	7 working day/s	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)

Total Processing Time:	
*For Cash Payment	Working Days: 106 working day/s
*For Check Payment	Working Days: 106 working day/s
*For LDDAP-ADA	Working Days: 106 working day/s
*For Landbank Linkbiz	Working Days: 112 working day/s
Total Processing Fee:	
*For Cash Payment	Total Standard Fee: None See other fees below
*For Check Payment	Total Standard Fee: None See other fees below
*For LDDAP-ADA	Total Standard Fee: None See other fees below
*For Landbank Linkbiz	Total Standard Fee: None See other fees below
Formula / Schedule of Fees	
Agreement-Based Fee As stated in the signed MOA or Proposal	

10. Process Request to Avail Training Discounts

The UP NEC offers Early Bird and Group Discounts to further promote its training programs.

Office or Division:	National Engineering Center (NEC)	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	All	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	

For Standard Requirement

1. Request letter containing contact information of the requesting party and type of discount to be availed
 Applicant / Client
 (1) Original Copy Or (1) Electronic Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request to Professional Engineering Training Division, Room 204 or nec.training@up.edu.ph Location: <ul style="list-style-type: none"> Professional Engineering Training Division (NEC-PETD), Room 204 Email: nec.training@up.edu.ph Notes/Instruction:	1.1. Receive the request letter	None	15 minute/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.2. Verify applicability of discount		15 minute/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)

TYPES OF DISCOUNTS	DISCOUNT RATE
<i>Early Bird (Payment of Registration Fee 1 Month)</i>	<i>5% of the Training Fee</i>

<i>before the Training)</i>				
<i>Group Discount (Five or more Participants paying as a Group)</i>	<i>5% of the Training Fee</i>	1.3. Issue billing invoice with approved discount	30 minute/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p><i>Note: Only one type of discount can be availed per participation to a certain training program.</i></p>				
2. Client receives billing invoice Location: <ul style="list-style-type: none"> On-site: Professional Engineering Training Division (NEC-PETD), Room 204 Online: Email: nec.training@up.edu.ph 	2. Release of billing invoice	None	5 minute/s	<ul style="list-style-type: none"> Training Manager; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:		Working Days: 1 hour/s, 5 minute/s		
Total Processing Fee:		Total Standard Fee: None		

11. Request for Certification

In the event of a lost or damaged certificate, the UP NEC provides a certification upon the participant's request. This certification confirms that the participant completed the training at the UP NEC and is included in its database of participants. Note that this certification is not a duplicate of the original certificate.

In cases of loss or damage, the UP NEC reprints Certificates upon the request of participants.

Office or Division:	National Engineering Center (NEC)			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Official Request Letter indicating training program and dates and contact information of the requesting party (1) Original Copy Or (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send an official request letter Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204 Online: Through email, nec.training@up.edu.ph	1. Receive the request letter and verify information	None	1 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)

<p>2. Client receives the certification Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204 Online: Through email, nec.training@up.edu.ph</p>	<p>2. Release the certification</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p>Total Processing Time:</p>		<p>Working Days: 1 working day/s, 30 minute/s</p>		
<p>Total Processing Fee:</p>		<p>Total Standard Fee: None</p>		

12. Process Request to Take Analytics Associate and Professional Certifications

After successfully completing the required modules, participants may opt to take the Business Analytics Associate and Professional Certifications.

Office or Division:	National Engineering Center (NEC)			
Category:	External Service			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <ol style="list-style-type: none"> Request Letter indicating personal and contact information of the requesting party and target date of examination Applicant / Client (1) Original Copy Or (1) Electronic Copy 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request letter Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204 Online: Through email, nec.training@up.edu.ph	1. Receive the request letter, evaluate the request, and reply the approval or disapproval	None	1 working day/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
2. Receive and acknowledge the notice of approval or disapproval Location: Professional Engineering Training Division (NEC-PETD), Room 204	2. Record the acknowledgement receipt and confirm schedule of examination for approved request	None	1 working day/s	<ul style="list-style-type: none"> Training Coordinator; Professional Engineering Training Division (NEC-PETD)
3. Pay the necessary fee through any of the following payment options:				

<p>Cash Payment 3.A.Cash Payment Location: Diliman Cash Office (DCO) or National Engineering Center (NEC) Notes/Instruction: <i>Refer to the Table of Rates below</i></p>	<p>3.A. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt</p>	<p>Formula Fees Breakdown: Flat Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
<p>Check Payment 3.B.Check Payment Location: Diliman Cash Office (DCO) or National Engineering Center (NEC) Notes/Instruction: <i>Refer to the Table of Rates below</i></p>	<p>3.B. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt</p>	<p>Formula Fees Breakdown: Flat Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
<p>LDDAP-ADA 3.C.LDDAP-ADA Location: Diliman Cash Office (DCO) or National Engineering Center (NEC) Notes/Instruction: <i>Refer to the Table of Rates below</i></p>	<p>3.C. UP NEC/UPD Cash Office: Have the LDDAP-ADA endorsed, received payment, and issue official receipt</p>	<p>Formula Fees Breakdown: Flat Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> • Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
<p>Landbank Linkbiz 3.D.Landbank Linkbiz Location: Website: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal Notes/Instruction: <i>Refer to the Table of Rates below</i></p>	<p>3.D. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt</p>	<p>Formula Fees Breakdown: Flat Fee</p>	<p>7 working day/s</p>	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p>Total Processing Time:</p>				

*For Cash Payment	Working Days: 2 working day/s, 15 minute/s						
*For Check Payment	Working Days: 2 working day/s, 15 minute/s						
*For LDDAP-ADA	Working Days: 2 working day/s, 15 minute/s						
*For Landbank Linkbiz	Working Days: 9 working day/s						
Total Processing Fee:							
*For Cash Payment	Total Standard Fee: None See other fees below						
*For Check Payment	Total Standard Fee: None See other fees below						
*For LDDAP-ADA	Total Standard Fee: None See other fees below						
*For Landbank Linkbiz	Total Standard Fee: None See other fees below						
Formula / Schedule of Fees							
Flat Fee							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">TYPES OF EXAMINATION</th><th style="text-align: left; padding: 5px;">FEES TO BE PAID</th></tr> </thead> <tbody> <tr> <td style="padding: 5px;">Analytics Associate Certification</td><td style="padding: 5px;">PHP 7,000.00</td></tr> <tr> <td style="padding: 5px;">Analytics Professional Certification</td><td style="padding: 5px;">PHP 10,000.00</td></tr> </tbody> </table>		TYPES OF EXAMINATION	FEES TO BE PAID	Analytics Associate Certification	PHP 7,000.00	Analytics Professional Certification	PHP 10,000.00
TYPES OF EXAMINATION	FEES TO BE PAID						
Analytics Associate Certification	PHP 7,000.00						
Analytics Professional Certification	PHP 10,000.00						

13. Process Request for Payment Refund

The UP NEC processes payment refunds upon request and approval

Office or Division:	National Engineering Center (NEC)
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Official request letter addressed to Deputy Executive Director indicating personal and contact information, reason for refund, and applicable training programs Applicant / Client
 (1) Original Copy Or (1) Electronic Copy

2. Issued Official Receipt Applicant / Client
 (1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send a request letter to the Professional Engineering Training Division, Room 204 or nec.training@up.edu.ph Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204 Online: nec.training@up.edu.ph	1. Receive the request letter, and endorse to Head of Unit for approval	None	2 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)

<p>2. For approved requests, submit issued Official Receipt</p> <p>Location: Professional Engineering Training Division (NEC-PETD), Room 204</p>	<p>2. Submit letter and Official Receipt to UP Cashier for processing</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p>3. Receive notice via email or phone call of availability of refund</p> <p>Location: Online: Through email, nec.training@up.edu.ph Phone: 8981-85-00 local 3004, 3005, 3048</p>	<p>3. Update records</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Training Coordinator; Professional Engineering Training Division (NEC-PETD)
<p>Total Processing Time:</p>		<p>Working Days: 8 working day/s</p>		
<p>Total Processing Fee:</p>		<p>Total Standard Fee: None</p>		

14. Process Review of Manuscript for Possible Publication in the Philippine Engineering Journal

The UP NEC accepts manuscripts for review for possible publication in the Philippine Engineering Journal.

Office or Division:	National Engineering Center (NEC)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2C (Government to Citizen)	
Who may avail:	Open to anyone whose manuscript passed the pre-assessment stage.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	

For Situational Requirement

A. If manuscript accepted for publication

A.1. PEJ Authorship Statement

(1) Electronic Copy

Agency - Division: National Engineering Center (NEC) - Engineering Information Division (NEC-EID)

A.2. Copyright Transfer Agreement

(1) Electronic Copy

Agency - Division: National Engineering Center (NEC) - Engineering Information Division (NEC-EID)

A.3. Author's Proof Approval Form

(1) Electronic Copy

Agency - Division: National Engineering Center (NEC) - Engineering Information Division (NEC-EID)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Wait for review results Location: Website: https://mc04.manuscriptcentral.com/pej	1.1. Review manuscript	None	21 working day/s	• Reviewer; Engineering Information Division (NEC-EID)
	1.2. Consolidate reviews and comments and send to author for response and revision		3 working day/s	• Associate Editor; Engineering

				Information Division (NEC-EID) • Editor-in-Chief; Engineering Information Division (NEC-EID)
2. Submit revised manuscript and response to comments Location: Website: https://mc04.manuscriptcentral.com/pej	2.1. Receive and review revised manuscript and response to comments	None	1 working day/s	• Publication Coordinator; Engineering Information Division (NEC-EID)
	2.2. Send revised manuscript and responses to reviewers		1 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)
	2.3. Review revisions and responses to comments		15 working day/s	• Reviewer; Engineering Information Division (NEC-EID)
3. Process based on review				
manuscript is accepted for publication 3.A. Submit revised manuscript and documents/forms required for publication Location: Website: https://mc04.manuscriptcentral.com/pej Notes/Instruction: <i>List of required documents/forms</i> 1. PEJ Authorship Statement 2. Copyright Transfer Agreement	3.A. Receive manuscript and documents	None	1 working day/s	• Publication Coordinator; Engineering Information Division (NEC-EID)

<i>3. Author's Proof Approval Form</i>				
manuscript is rejected for publication 3.B.receive notice and comments Location: Website: https://mc04.manuscriptcentral.com/pej	3.B. Inform client of result	None	1 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)
Total Processing Time:				
*For manuscript is accepted for publication		Working Days: 42 working day/s		
*For manuscript is rejected for publication		Working Days: 42 working day/s		
Total Processing Fee:				
*For manuscript is accepted for publication		Total Standard Fee: None		
*For manuscript is rejected for publication		Total Standard Fee: None		

