



National Engineering Center (NEC)

Internal Services



1. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman Faculty and Employees			
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	
<i>Remarks:</i> <i>The letter should state the relevance of the study and that the work is original and has not been published yet</i>				
2. Manuscript (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Blinded formatted manuscript in .docx/.doc</i>				
3. Title Page (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Separate title page with author(s) details (full name, affiliation, corresponding author's email), abstract of not more than 300 words and keywords in .docx/.doc</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register and submit the complete requirements	1.1. Review paper submitted for completeness,	None	1 working day/s	Publication Coordinator ; Engineerin



Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ Email: pej.nec@up.edu.ph	formatting, and similarity index			g Information Division (NEC-EID)
	1.2. Assess paper for publication worthiness and relevance and assign Associate Editor		7 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)

2.Actions based on pre-assessment results

*For If passed pre-assessment 2.A.Receive approval notification Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ Email: pej.nec@up.edu.ph	2.A. Spearhead review and evaluate the paper for relevance, and identify and invite reviewers	None	21 working day/s	• Associate Editor; Engineering Information Division (NEC-EID)
*For If does not pass pre-assessment 2.B.Receive pre-assessment results Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ Email: pej.nec@up.edu.ph	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	5 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)

Total Processing Time:

*For If passed pre-assessment	Working Days: 29 working day/s
*For If does not pass pre-assessment	Working Days: 13 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



2. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman			
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) Electronic Copy Or (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines	1. Receive the request and submit the Proposal for review	None	1 working day/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)



Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph				
2. Receive, review, and submit reviewed Proposal Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph	2.1. Receive, review, and finalize Proposal	None	56 working day/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
	2.2. Send finalized Proposal for signature		22 working day/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
3. Receive and send signed Proposal Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph	3.1. Receive signed Proposal	None	2 working day/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
	3.2. Issue billing invoice		2 hour/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
4. Payment Location: Diliman Cash Office (DCO) - PNB Building,	4. UPD Cash Office: Receive payment and issue official receipt	Formula Fees Breakdown: Agreement-Based Fee	7 working day/s	Cashier; Diliman Cash Office (DCO)



G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. Notes/Instruction: Fees are based on the agreement. Below is the NEC's standard rate for reference only.				
Total Processing Time:		Working Days: 88 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				
Agreement-Based Fee				
Number of Days		Amount		
1-Day Training		Php 5,500.00		
2-Days Training		Php 10,500.00		
3-Days Training		Php 15,000.00		



3. Process Request for Payment Refund

The UP NEC processes payment refunds upon request and approval

Office or Division:	National Engineering Center (NEC)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman			
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 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
2. Issued Official Receipt (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 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)



ph				
2. For approved requests, submit issued Official Receipt Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: nec.training@up.edu.ph	2. Submit letter and Official Receipt to UP Cashier for processing	None	5 working day/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
3. Receive notice via email or phone call of availability of refund Location: Online: Email: nec.training@up.edu.ph Phone: 8981-85-00 local 3004, 3005, 3048	3. Update records	None	1 working day/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:		Working Days: 8 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. Process request for project/consultancy/research proposals from UP Diliman Units

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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman Units			
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an official letter of request describing the project/consultancy/ research proposal needed (e-mail requests accepted) Location: Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue,	1. Receive and verify request; forward to NEC Executive Director or Deputy Executive Director for proper action	None	10 working day/s	Receiving Personnel; Project Development & Management Division (NEC-PDMD)



University of the Philippines Diliman, Quezon City 1101 • Online: nec@up.edu.ph				
2. Attend pre-proposal meetings that may be arranged; coordinate site inspection if needed Location: - Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Onsite: Client's location - Online: Via Zoom	2. Coordinate logistics of the meeting/site visit	None	5 working day/s	Division Head Project; Project Development & Management Division (NEC-PDMD)
3. Submit agency documents as required to aid in the development of the project proposal Location: Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	3. Receive documents	None	10 working day/s	Receiving Personnel; Project Development & Management Division (NEC-PDMD)
4. Accept proposal and proceed with	4. Receive copy of approved documents	None	5 working day/s	Division Head;



request for budget clearance. Location: - Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Onsite: Client's Location				Project Development & Management Division (NEC-PDMD)
Total Processing Time:		Working Days: 30 working day/s		
Total Processing Fee:		Total Standard Fee: None		



5. 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)			
Classification:	Complex			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	All UP Employees			
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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request letter Location: - On-site: Administrative Services Division (NEC-ASD), Room 201, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec_info.upd@up.edu.ph or nec@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	2.1. Record acknowledgement	None	4 hour/s	Administrative Officer;



approval/ disapproval notice Location: - On-site: Administrative Services Division (NEC-ASD), Room 201, 2F Juinio Hall Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec_info.upd@up.edu.ph or nec@up.edu.ph	receipt			Administrative 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:				
*For Payment through UPD Cash Office 3.A. UPD Cash Office Location: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. Notes/Instruction: UPD Cash Office: 1 Day if Payment is in Cash or Manager's Check	3.A. Receive payment and issue official receipt	Formula Fees Breakdown: Duration-based Fee	15 minute/s	Cashier; Diliman Cash Office (DCO)
*For Payment through UP NEC Special Collecting Officer 3.B. UP NEC Special Collecting Officer, Juinio Hall, corner Agoncillo St. and Osmena Avenue,	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)



University of the Philippines Diliman, Quezon City 1101 Location: National Engineering Center (NEC) Notes/Instruction: UP NEC Special Collecting Officer: 1 Day if Payment is in Cash or Manager's Check				
*For 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: Landbank bank transfer/deposit to UP Diliman Trust Fund: 1 Day (verification days not included)	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
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



6. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman Employees			
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 Or (1) Original Copy			National Engineering Center (NEC) - Professional Engineering Training Division (NEC-PETD)	
CLIENT STEPS	AGENCY ACTION	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: - 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	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	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)



	1.3. Ask for confirmation of attendance		2 hour/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
	1.4. Include in the database of initial registered participants		1 hour/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
	1.5. Issue billing invoice and provide link to the payment guidelines.		1 hour/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
2. Payment Location: Diliman Cash Office (DCO) - 3 Apacible, Diliman, Quezon City, Metro Manila Notes/Instruction: <i>Refer to the Table of Rates below:</i>	2. UPD Cash Office: Receive payment and issue official receipt	Formula Fees Breakdown: Duration-Based Fee	7 working day/s	• Cashier; Diliman Cash Office (DCO)
Total Processing Time:		Working Days: 8 working day/s		
Total Processing Fee:		Total Standard Fee: None See other fees below		
Formula / Schedule of Fees				



- **Duration-Based Fee**
Number of Days

Amount

1-Day Training

Php 5,500.00

2-Days Training

Php 10,500.00

3-Days Training

Php 15,000.00



7. 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)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman			
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 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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: - Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Email: nec.training@up.edu.ph	1.1. Receive the request letter	None	15 minute/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)

Notes/Instruction:



TYPES OF DISCOUNTS	1.2. Verify applicability of discount	DISCOUNT RATE	15 minute/s	Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
	1.3. Issue billing invoice with approved discount		30 minute/s	
Early Bird (Payment of Registration Fee 1 Month before the Training)		5% of the Training Fee		
Group Discount (Five or more Participants paying as a Group)		5% of the Training Fee		
<i>Note: Only one type of discount can be availed per participation to a certain training program.</i>				



2. Client receives billing invoice Location: - On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec.training@up.edu.ph	2. Release of billing invoice	None	5 minute/s	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		



8. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Request Letter indicating personal and contact information of the requesting party and target date of examination (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: 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	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
2. Receive and acknowledge the notice of approval or disapproval Location:	2. Record the acknowledgement receipt and confirm schedule of	None	1 working day/s	• Training Coordinator ; Professional



Onsite: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph	examination for approved request			Engineering Training Division (NEC-PETD)
3.Pay the necessary fee through any of the following payment options:				
*For Cash Payment 3.A.Cash Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below	3.A. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Flat Fee	15 minute/s	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineering Center (NEC)
*For Check Payment 3.B.Check Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the	3.B. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Flat Fee	15 minute/s	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineerin



Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Junio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below				g Center (NEC)
*For Landbank Linkbiz 3.C.Landbank Linkbiz Location: Website: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal Notes/Instruction: Refer to the Table of Rates below	3.C. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt	Formula Fees Breakdown: Flat Fee	7 working day/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:				
*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 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 Landbank Linkbiz		Total Standard Fee: None See other fees below		



Formula / Schedule of Fees

- **Flat Fee**

TYPES OF EXAMINATION	FEES TO BE PAID
Analytics Associate Certification	PHP 7,000.00
Analytics Professional Certification	PHP 10,000.00



9. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Faculty and Employees 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			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.2. Copyright Transfer Agreement (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.3. Author's Proof Approval Form (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Wait for review results Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: Review will commence upon	1.1. Review manuscript	None	42 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)

acceptance of the reviewer				Editor-in-Chief; Engineering Information Division (NEC-EID)
2. Submit revised manuscript and response to comments Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/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		28 working day/s	Reviewer; Engineering Information Division (NEC-EID)
3.Process based on review				
*For manuscript is accepted for publication 3.A.Submit revised manuscript and documents/forms required for publication Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: List of required documents/forms	3.A. Receive manuscript and documents	None	5 working day/s	Publication Coordinator ; Engineering Information Division (NEC-EID)



1. PEJ Authorship Statement 2. Copyright Transfer Agreement 3. Author's Proof Approval Form				
*For manuscript is rejected for publication 3.B.receive notice and comments Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: The decision will be based on the recommendations of the reviewers, the Associate Editor, and the Editor-in-Chief.	3.B. Inform client of result	None	5 working day/s	Editor-in-Chief; Engineering Information Division (NEC-EID)
Total Processing Time:				
*For manuscript is accepted for publication		Working Days: 80 working day/s		
*For manuscript is rejected for publication		Working Days: 80 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		



10. 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)			
Classification:	Simple			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	UP Diliman			
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 ACTION	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, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: 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)



2. Client receives the certification Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph	2. Release the certification	None	30 minute/s	• Training Coordinator ; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:		Working Days: 1 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		



National Engineering Center (NEC)
External Services



1. 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)			
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Approve and submit the draft MOA/CSA Location: - On-site: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec@up.edu.ph	1. Receive the approved draft MOA/CSA and CAF	None	1 working day/s	Receiving Personnel; Project Development & Management Division (NEC-PDMD)
2. Submit the Certificate of Availability of Funds (CAF) Location: - On-site: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec@up.edu.ph	2.1. Submit the MOA/ CSA and required attachments to proper UP offices for review and endorsement	None	2 working day/s	Division Head Project; Project Development & Management Division (NEC-PDMD)
	2.2. Return at least four (4) original copies MOA/CSA to client for signature of authorized client signatories		1 working day/s	Division Head Project; Project Development & Management Division (NEC-PDMD)
3. Return at least two (2) original copies of the MOA/CSA (completely signed and notarized) to UPNEC Location: Project Development & Management Division (NEC-PDMD), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	3. Receive the two (2) original copies	None	1 working day/s	Receiving Personnel ; Project Development & Management Division (NEC-PDMD)



Total Processing Time:	Working Days: 5 working day/s
Total Processing Fee:	Total Standard Fee: None



2. 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)			
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Approve and submit the draft MOA/CSA Location: - On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 - Online: Email: nec@up.edu.ph	1. Receive the approved draft MOA/CSA, CAF, Board Resolution or Secretary's Certificate	None	1 working day/s	Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
2. Submit the CAF and the Board Resolution or Secretary's Certificate Location: Project Development & Management Division (NEC-PDMD) Room 220-221	2.1. Submit the MOA/ CSA and required attachments to proper UP offices for review and endorsement	None	2 working day/s	Division Head; Project Development & Management Division (NEC-PDMD)
	2.2. 3. Return at least four (4) original copies MOA/CSA to client for signature of authorized client signatories		1 working day/s	Division Head ; Project Development & Management Division (NEC-PDMD)
3. Return at least two (2) original copies of the MOA/CSA (completely signed and notarized) to UP NEC Location: Project Development & Management Division (NEC-PDMD) Room 220-221	3. Receive the two (2) original copies	None	1 working day/s	Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
Total Processing Time:		Working Days: 5 working day/s		
Total Processing Fee:		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)				
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. Submit all requirements Location: - On-site: Engineering Information Division (NEC-PETD), Rooms 203 and 205, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: pej.nec@up.edu.ph	1.1. Receive the requirements	None	1 hour/s	- 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	Receiving Personnel; Engineering Information Division (NEC-EID)	
	1.3. Prepare the orders		5 hour/s	- 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:					
*For Cash Payment 2.A.Cash Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	2.A. Receive payment and issue official receipt	Formula Fees Breakdown: Quantity-Based Fee	15 minute/s	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineering Center (NEC)	
*For Check Payment 2.B.Check Payment Location:	2.B. Receive payment and issue official receipt	Formula Fees Breakdown: Quantity-Based Fee	15 minute/s	Cashier; Diliman Cash Office (DCO)	



On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101				
Total Processing Time:				
*For Cash Payment		Working Days: 1 working day/s, 15 minute/s		
*For Check Payment		Working Days: 1 working day/s, 15 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 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)			
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	
<i>Remarks:</i> The letter should state the relevance of the study and that the work is original and has not been published yet				
2. Manuscript (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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	• Editor-in-Chief; Engineering Information Division (NEC-EID)
2.Actions based on pre-assessment results				
*For 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	• Associate Editor; Engineering Information Division (NEC-EID)
*For 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	• 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		



5. 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)			
Classification:	Highly Technical			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
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	
<i>Remarks:</i> <i>The letter should state the relevance of the study and that the work is original and has not been published yet</i>				
2. Manuscript (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>BLINDED formatted manuscript in .docx/.doc</i>				
3. Title Page (1) Electronic Copy			Applicant / Client	
<i>Remarks:</i> <i>Separate title page with author(s) details (full name, affiliation, corresponding author's email), abstract of not more than 300 words and keywords in .docx/.doc</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Register in https://saliksik.upd.edu.ph/journal-issue/PEJ and submit the complete requirements or email and submit the complete requirements at nec.pej@up.edu.ph Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ or email pej.nec@up.edu.ph	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		7 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)
2.Actions based on pre-assessment results				
*For If passed pre-assessment 2.A.Wait for review results Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ or email pej.nec@up.edu.ph	2.A. Spearhead review and evaluate the paper for relevance, and identify and invite reviewers	None	21 working day/s	• Associate Editor; Engineering Information Division (NEC-EID)



*For If does not pass pre-assessment 2.B.Wait for pre-assessment results Location: Online: https://saliksik.upd.edu.ph/journal-issue/PEJ or email pej.nec@up.edu.ph	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	5 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)
Total Processing Time:				
*For If passed pre-assessment		Working Days: 29 working day/s		
*For If does not pass pre-assessment		Working Days: 13 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		



6. 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)			
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			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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: - On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, - 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 (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue,	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, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	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 OVCRD-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:				
*For Cash Payment 4.A.Cash Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	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	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineering Center (NEC)
*For Check Payment 4.B.Check Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	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	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineering Center (NEC)
*For LDDAP-ADA 4.C.LDDAP-ADA Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	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	- Cashier; Diliman Cash Office (DCO) - Special Collecting Officer; National Engineering Center (NEC)
*For 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	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	



7. Process Request for Payment Refund

The UP NEC processes payment refunds upon request and approval

Office or Division:	National Engineering Center (NEC)			
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 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
2. Issued Official Receipt (1) Original Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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, J2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 or Online: Email: 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)
2. For approved requests, submit issued Official Receipt Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 or Online: Email: nec.training@up.edu.ph	2. Submit letter and Official Receipt to UP Cashier for processing	None	5 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
3. Receive notice via email or phone call of availability of refund Location: Online: Email: nec.training@up.edu.ph Phone: 8981-85-00 local 3004, 3005, 3048	3. Update records	None	1 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:		Working Days: 8 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. 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)			
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an official letter of request describing the project/consultancy/ research proposal needed (e-mail requests accepted) Location: - Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: nec@up.edu.ph	1. Receive and verify request; forward to NEC Executive Director or Deputy Executive Director for proper action	None	10 working day/s	Receiving Personnel; Project Development & Management Division (NEC-PDMD)
2. Attend pre-proposal meetings that may be arranged; coordinate site inspection if needed Location: - Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Onsite: Client's location - Online: Via Zoom	2. Coordinate logistics of the meeting/site visit	None	10 working day/s	Division Head Project; Project Development & Management Division (NEC-PDMD)
3. Submit agency documents as required to aid in the development of the project proposal Location: Onsite: Project Development & Management Division (NEC-PDMD) Room 220-221, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	3. Receive documents	None	10 working day/s	Receiving Personnel; Project Development & Management Division (NEC-PDMD)
Total Processing Time:		Working Days: 30 working day/s		



Total Processing Fee:	Total Standard Fee: None
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9. 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)			
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 ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an official letter of request describing the project/consultancy/ research proposal needed (e-mail requests accepted) Location: - On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 - Online: Email: nec@up.edu.ph	1. Receive and verify request; forward to NEC Executive Director or Deputy Executive Director for proper action	None	10 working day/s	Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
2. Attend pre-proposal meetings that may be arranged; coordinate site inspection if needed Location: - On-site: Project Development & Management Division (NEC-PDMD) Room 220-221 - On-site: Client's location - Online: Via Zoom	2. Send request for coordination meeting	None	1 working day/s	Division Head ; Project Development & Management Division (NEC-PDMD)
3. Submit agency documents as required to aid in the development of the project proposal Location: Project Development & Management Division (NEC-PDMD)	3.1. Receive documents	None	15 minute/s	Receiving Personnel ; Project Development & Management Division (NEC-PDMD)
	3.2. Assessment of submitted documents		5 working day/s	Division Head; Project Development & Management Division (NEC-PDMD)
	3.3. Approval of the proposal		2 working day/s	- Deputy Executive Director; National Engineering Center (NEC) - Executive Director; National Engineering Center (NEC)



Total Processing Time:	Working Days: 18 working day/s, 15 minute/s
Total Processing Fee:	Total Standard Fee: None



10. 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)			
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	
CLIENT STEPS	AGENCY ACTION	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: Email: nec_info.upd@up.edu.ph	2.1. Record acknowledgement receipt	None	4 hour/s	• Administrative Officer; Administrative 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:				
*For Payment through UPD Cash Office 3.A.UPD Cash Office Location: Diliman Cash Office (DCO) Notes/Instruction: UPD Cash Office: 1 Day if Payment is in Cash or Manager’s Check	3.A. Receive payment and issue official receipt	Formula Fees Breakdown: Duration-based Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO)
*For Payment through UP NEC Special Collecting Officer 3.B.UP NEC Special Collecting Officer Location: National Engineering Center (NEC) Notes/Instruction: UP NEC Special Collecting Officer: 1 Day if Payment is in Cash or Manager’s Check	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)
*For Payment through Landbank bank transfer/deposit to UP Diliman Trust Fund	3.C. Receive and acknowledge receipt of deposit slip/	Formula Fees Breakdown: Duration-based Fee	1 working day/s	• Bank Teller; Land Bank of the Philippines



3.C.Landbank bank transfer/deposit to UP Diliman Trust Fund Location: Land Bank of the Philippines Notes/Instruction: Landbank bank transfer/deposit to UP Diliman Trust Fund: 1 Day (verification days not included)	confirmation receipt (subject to verification)			
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				
• Payment through UPD Cash Office				
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



11. 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)			
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	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Send request letter Location: - On-site: Administrative Services Division (NEC-ASD), Room 201, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Email: nec_info.upd@up.edu.ph, nec@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: - On-site: Administrative Services Division (NEC-ASD), Room 201, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Email: nec.info@up.edu.ph, nec@up.edu.ph	2.1. Record acknowledgement receipt	None	4 hour/s	Administrative Officer; Administrative 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:				
*For Payment through UPD Cash Office 3.A.UPD Cash Office Location: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. Notes/Instruction: UPD Cash Office: 1 Day if Payment is in Cash or Manager's Check	3.A. Receive payment and issue official receipt	Formula Fees Breakdown: Duration-based Fee	15 minute/s	Cashier; Diliman Cash Office (DCO)
*For Payment through UP NEC Special Collecting Officer 3.B.UP NEC Special Collecting Officer Location:	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)



National Engineering Center (NEC) Notes/Instruction: UP NEC Special Collecting Officer: 1 Day if Payment is in Cash or Manager's Check				
*For 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: Landbank bank transfer/deposit to UP Diliman Trust Fund: 1 Day (verification days not included)	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
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



12. 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)			
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 Or (1) Original Copy			National Engineering Center (NEC) - Professional Engineering Training Division (NEC-PETD)	
CLIENT STEPS	AGENCY ACTION	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: - 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	• 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	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.3. Ask for confirmation of attendance		2 hour/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.4. Include in the database of initial registered participants		1 hour/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.5. Issue billing invoice and provide link to the payment guidelines.		1 hour/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
2. Pay the necessary fee through any of the following payment options:				
*For Cash Payment 2.A. Cash Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101	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	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)



Notes/Instruction: Refer to the Table of Rates below				
*For Check Payment 2.B.Check Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below	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	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
*For LDDAP-ADA 2.C.LDDAP-ADA Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below	2.C. UP NEC/UPD Cash Office: Have the LDDAP-ADA endorsed, received payment, and issue official receipt	Formula Fees Breakdown: Duration-Based Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
*For Landbank Linkbiz 2.D.Landbank Linkbiz Location: Website: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal Notes/Instruction: Refer to the Table of Rates below	2.D. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt	Formula Fees Breakdown: Duration-Based Fee	15 minute/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:				
*For Cash Payment		Working Days: 1 working day/s, 15 minute/s		
*For Check Payment		Working Days: 1 working day/s, 15 minute/s		
*For LDDAP-ADA		Working Days: 1 working day/s, 15 minute/s		
*For Landbank Linkbiz		Working Days: 1 working day/s, 15 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								
*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 <table><tr><th>NO. OF TRAINING DAYS</th><th>FEES TO BE PAID</th></tr><tr><td>1 Day</td><td>PHP 5,500.00</td></tr><tr><td>2 Days</td><td>PHP 10,500.00</td></tr><tr><td>3 Days</td><td>PHP 15,000.00</td></tr></table>		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
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								



13. 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)			
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 (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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: - Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Email: nec.training@up.edu.ph Notes/Instruction: TYPES OF DISCOUNTS Early Bird (Payment of Registration Fee 1 Month before the Training) Group Discount (Five or more Participants paying as a Group) <i>Note: Only one type of discount can be availed per participation to a certain training program.</i>	1.1. Receive the request letter	None	15 minute/s	Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.2. Verify applicability of discount		15 minute/s	Training Coordinator; Professional Engineering Training Division (NEC-PETD)
	1.3. Issue billing invoice with approved discount 5% of the Training Fee		30 minute/s	Training Coordinator; Professional Engineering Training Division (NEC-PETD)
2. Client receives billing invoice Location: - On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 - Online: Email: nec.training@up.edu.ph	2. Release of billing invoice	None	5 minute/s	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
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14. 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)			
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 Letter indicating personal and contact information of the requesting party and target date of examination (1) Original Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	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, 2F Junio Hall, corner Agoncillo St. and Osmena Avenue, Diliman, Quezon City Online: 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	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
2. Receive and acknowledge the notice of approval or disapproval Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Junio Hall, corner Agoncillo St. and Osmena Avenue, Diliman, Quezon City Online: Email: nec.training@up.edu.ph	2. Record the acknowledgement receipt and confirm schedule of examination for approved request	None	1 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
3.Pay the necessary fee through any of the following payment options:				
*For Cash Payment 3.A.Cash Payment Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below	3.A. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Flat Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
*For Check Payment 3.B.Check Payment Location:	3.B. UPD Cash Office/UP NEC Special Collecting Officer: Receive payment and issue official receipt	Formula Fees Breakdown: Flat Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National



On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below				Engineering Center (NEC)
*For LDDAP-ADA 3.C.LDDAP-ADA Location: On-site: Diliman Cash Office (DCO), PNB Building, G. Apacible St., corner P. Valenzuela St., University of the Philippines, Diliman, Q.C. or National Engineering Center (NEC), 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Notes/Instruction: Refer to the Table of Rates below	3.C. UP NEC/UPD Cash Office: Have the LDDAP-ADA endorsed, received payment, and issue official receipt	Formula Fees Breakdown: Flat Fee	15 minute/s	• Cashier; Diliman Cash Office (DCO) • Special Collecting Officer; National Engineering Center (NEC)
*For Landbank Linkbiz 3.D.Landbank Linkbiz Location: Website: https://www.landbank.com/e-banking/other-digital-banking-services/linkbizportal Notes/Instruction: Refer to the Table of Rates below	3.D. Receive proof of online transaction, monitor BULSA for the issuance of Acknowledgement Receipt, issue Acknowledgement Receipt	Formula Fees Breakdown: Flat Fee	7 working day/s	• Training Coordinator; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:				
*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

TYPES OF EXAMINATION**FEES TO BE PAID**

Analytics Associate Certification

PHP 7,000.00

Analytics Professional Certification

PHP 10,000.00



15. 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)			
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			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.2. Copyright Transfer Agreement (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.3. Author's Proof Approval Form (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
CLIENT STEPS	AGENCY ACTION	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				
*For 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: List of required documents/forms 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)



3. Author's Proof Approval Form				
*For 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		



16. 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)			
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			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.2. Copyright Transfer Agreement (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
A.3. Author's Proof Approval Form (1) Electronic Copy			National Engineering Center (NEC) - Engineering Information Division (NEC-EID)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Wait for review results Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: Review will commence upon acceptance of the reviewer	1.1. Review manuscript	None	42 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: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/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		28 working day/s	• Reviewer; Engineering Information Division (NEC-EID)
3.Process based on review				
*For manuscript is accepted for publication 3.A. Submit revised manuscript and documents/forms required for publication Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: List of required documents/forms 1. PEJ Authorship Statement 2. Copyright Transfer Agreement	3.A. Receive manuscript and documents	None	5 working day/s	• Publication Coordinator; Engineering Information Division (NEC-EID)



3. Author's Proof Approval Form				
*For manuscript is rejected for publication 3.B.receive notice and comments Location: Online: Email: pej.nec@up.edu.ph or Website: https://saliksik.upd.edu.ph/journal-issue/PEJ Notes/Instruction: The decision will be based on the recommendations of the reviewers, the Associate Editor, and the Editor-in-Chief.	3.B. Inform client of result	None	5 working day/s	• Editor-in-Chief; Engineering Information Division (NEC-EID)
Total Processing Time:				
*For manuscript is accepted for publication		Working Days: 80 working day/s		
*For manuscript is rejected for publication		Working Days: 80 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		



17. 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)			
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 ACTION	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, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: 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)
2. Client receives the certification Location: On-site: Professional Engineering Training Division (NEC-PETD), Room 204, 2F Juinio Hall, corner Agoncillo St. and Osmena Avenue, University of the Philippines Diliman, Quezon City 1101 Online: Email: nec.training@up.edu.ph	2. Release the certification	None	30 minute/s	Training Coordinator; Professional Engineering Training Division (NEC-PETD)
Total Processing Time:		Working Days: 1 working day/s, 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		