



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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5 January 2017

Memorandum MRC 2017-01

FOR: Dr. Fidel Nemenzo, Vice-Chancellor for Research and Development
Prof. Jerwin Agpaoa, Vice-Chancellor for Student Affairs
Dr. Grace Ramos, Director, Office of International Linkages
Prof. Oscar Santelices, Chairman, Varsity Athletics Admission System
Dr. Anril Tiatco, Director, Office for Initiatives in Culture and the Arts
Dr. Jesusa Catabui, Director, University Health Service
Academic units with offshore programs:
Dr. Lynna Marie Sycip, Department of Psychology
Dr. Mario de los Reyes, School of Urban and Regional Planning
Dr. Richard Hizon, Institute of Electrical and Electronics Engineering

FROM:


Dr. Marilyn Canta
University Registrar

SUBJECT: SOFT LAUNCH OF "ONE-STOP" STUDENT DESK

Effective 2nd semester 2016-17, the Office of the University Registrar (OUR) is implementing a "one-stop" desk for the following types of clients:

1. student athletes under the UP VAAS Program
2. students qualified under Honoric Award for Student Performing Arts Group
3. exchange/foreign students
4. students with special needs (as confirmed by the UHS)
5. other clients identified from time to time; currently including:
 - scholars under the CHED K-12 Transition Program
 - students under offshore programs

In connection with this, may we request you to direct all registration-related matters regarding these students to **Ms. Rowena T. Esclanda**, in-charge of this Desk.

As the OUR is in the process of reviewing and refining procedures related to these students, we hope to consult with you at some future time on these.

Thank you very much for your cooperation.

Cc: Dr. Michael Tan, Chancellor, UPD
Dr. Benito Pacheco, Vice Chancellor for Academic Affairs
Ms. Rowena Esclanda
All sections, OUR