



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 ▪ P.O. Box 161, Diliman, QC 1101 ▪ email: our@up.edu.ph

05 May 2017

Memorandum No. MRC 2017-08

For: College Secretaries & Graduate School Coordinators

From:

  
MARILYN R. CANTA, PhD  
University Registrar

**Subject: Signature of Parents/Guardians in the Appeal for Late Payment  
(for Undergraduate Students)**

---

To validate numerous appeals for late payment received by the Office of the University Registrar (OUR), we see the need for parents/guardians (as declared in the updated CRS Student Profile) to be informed of the appeal made by their children/wards. Hence, we require the parent's/guardian's signature in the letter of appeal.

The OUR will not process such appeals without the required signatures:

- ✓ Student
- ✓ Parents/Guardians
- ✓ College

This will take effect immediately.

Thank you.

For your guidance.

cc: College Deans