



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

11 May 2017

Memorandum No. MRC 2017

For: College Secretaries

From:


MARILYN R. CANTA, PhD
University Registrar

Subject: Undergraduate Students expected to graduate in AY 2017-2018

Attached is a Memorandum from AVP Richard Philip A. Gonzalo requesting a list of graduating students for AY 2017-2018 to aid in identifying those who are eligible for tuition subsidy under the Free Tuition Policy of the National Government.

May we request that the list of names and student numbers be submitted online crssupport@list.upd.edu.ph on or before 26 May 2017 (Friday)? The Academic Information System Section (former CRS) will consolidate and supply other student details as requested by AVPSA.

Thank you.

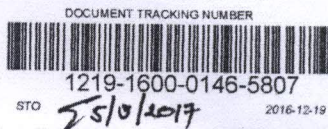
cc: College Deans



**OFFICE OF STUDENT FINANCIAL ASSISTANCE
UNIVERSITY OF THE PHILIPPINES**

2nd Flr., Admin Bldg., Acacia Residence Halls, UP Diliman Campus, Quezon City 1101
+632 981-8500 VoIP 8779; +632 981-8779 osfa@up.edu.ph; sts.up.edu.ph

Memorandum RPG 2017-12



Date: 2 May 2017

To: University Registrars of Constituent Universities

CRSRS

From: **RICHARD PHILIP A. GONZALO**
Assistant Vice President for Student Affairs
Director, Office of Student Financial Assistance

RECEIVED
DATE: May 9
BY: 5/9/17

Subject: **Undergraduate Students expected to graduate in AY 2017-2018**

CRS-OUR_10MAY'17_13:06 JW

To aid CUs in the identification of students who are eligible for tuition subsidy and to facilitate compliance with the Joint Memorandum of CHED and DBM on the Free Tuition Policy of the National Government, we would like to request the following lists from your CUs:

- 1) List of continuing undergraduate students who are expected to graduate at the end of 1st semester, 2017-18;
- 2) List of continuing undergraduate students who are expected to graduate at the end of 2nd semester, 2017-18;
- 3) List of undergraduate students on leave of absence (LOA) who are expected to graduate at the end of 1st semester, AY 2017-18, should they be re-admitted in 1st semester, 2017-18; and
- 4) List of undergraduate students on leave of absence (LOA) who are expected to graduate at the end of 2nd semester, AY 2017-18, should they be re-admitted in 1st semester, 2017-18.

Please indicate the following information for each student in these lists:

- Family name
- Given name
- Middle name
- Student number (20xx-xxxxx)
- Course (Full text)
- College/Academic Unit (Full text)
- E-mail address

Attached is a copy of the joint memorandum and the template in Excel format for your guidance.

It would be greatly appreciated if your Office could provide the lists on or before May 19, 2017 (Friday) to osfa@up.edu.ph.

Thank you.

Cc: Office of the Vice President for Academic Affairs
CU Office of the Chancellor