

UNIVERSITY OF THE PHILIPPINES

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OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

1 March 2022

OUR ADMIN SEC. -y
DATE: Mar. 4, 2022
10:28 am

MEMORANDUM NO. AAP 2022-09

To : **ALL CONCERNED**

Subject : **FACE TO FACE COLLECTION**

This is to inform everyone that the UP Diliman Cash Office will reopen for face to face payment collection starting Monday, March 7, from 8am to 4pm (no noon break). It will be by appointment only at the PNB Building.

For this pilot/initial run on March 7, the collection will only accept payment of MISCELLANEOUS FEES. Tuition and registration fee payments (Form 5, Change Mat/Add Mat, Dropping, LOA) will be accommodated starting Mid-Year Term SY 2022-2023.

Appointment may be scheduled via the link <https://bit.ly/UPDCashOfficeAppointmentSlipForm> or using the QR code provided below. The QR code will also be posted at the door of the Cash Office at the PNB Building. STRICTLY NO walk-in will be entertained.

For other questions and concerns, you may contact the UPD Cash Office at cashoffice.upd@up.edu.ph and at 8981-8500 local # 2760.

For your information and guidance.

Thank you.

[Signature]
ADELINE A. PACIA
Vice-Chancellor for Administration



Action of the UNIVERSITY REGISTRAR:	
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Noted
<input type="checkbox"/> Disapproved	
<i>Please post this on website or portal.</i>	
<i>[Signature]</i>	
MARIA VANESSA LUSUNG-OYZON, PhD University Registrar	
Date: <u>March 4, 2022</u>	