

Type of Service: External

Appeal for Late Application for Graduation

As a requirement for graduation, students need to apply for graduation; however, students overlooked the deadline

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UPD students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter of request addressed to the UR endorsed by the college 2. Duly accomplished application form for graduation 3. Evaluation checklist from the college 		<ol style="list-style-type: none"> 1. Requesting party 2. College 3. College 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
	1.1 Act on the request	None	1 Day	<i>University Registrar</i> OUR
2. Claim request with action of the UR	2. Release request	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
3. Pay to the cashier	3. Accept payment and issue OR	PHP 100.00	5 Minutes	<i>Cashier</i> UP Cash Office
4. Present OR and give original approved appeal to the OUR Student Evaluation Section (SES). Submit photocopy of	4. Receive original appeal and record OR	None	2 Minutes	<i>Frontline Staff</i> SES

appeal and OR to college.				
	TOTAL:	PHP 100.00	1 Day, 11 Minutes	

Type of Service: External

Appeal for Late Cancellation of Enlisted Subjects

For students who enlisted in courses for a particular semester but intends to withdraw and were not able to cancel enlisted courses on a given deadline

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter endorsed by the College 2. Certificate of Non-Attendance 3. Status of enlistment thru CRS		1. Requesting Party 2. College 3. Academic Information System Section, OUR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college and enrollment status thru CRS	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
	1.1 Act on the request	None	1 Day	<i>University Registrar</i> OUR
2. Claim appeal with action of the UR	2. Release appeal	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
TOTAL:		None	1 Day, 4 Minutes	

Type of Service: External

Appeal for Late Issuance of Admission Slip

There are requests beyond registration period for meritorious cases.

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter addressed to the UR endorsed by the College 2. College Admission Slip		1. Requesting party 2. College		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
	1.1 Act on the request	None	1 Day	<i>University Registrar</i> OUR
2. Claim appeal with action of the UR	2. Release appeal	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
TOTAL:		None	1 Day,4 Minutes	

Type of Service: External

Appeal for Late Payment of school fees

To address requests of students who cannot pay their matriculation during registration

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter endorsed by the college 2. Form5/ Form5A 3. Enrollment status thru CRS		1. Requesting Party 2. College 3. Academic Information System Section, OUR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college with enrollment status thru CRS	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
	1.1 Act on the request	None	1 Day	<i>University Registrar</i> OUR
2. Claim UR-endorsed appeal for approval of the Chancellor	2. Release appeal	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
TOTAL:		None	1 Day, 4 Minutes	

Type of Service: External

Appeal for Late Enrollment/Late Change of Matriculation

Act on student's appeal for late enrollment and late change of matriculation beyond the Deadline

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Letter endorsed by the College 2. Certificate of Attendance 3. Form 26A 4. Enrollment status thru CRS 		<ol style="list-style-type: none"> 1. Requesting Party 2. College 3. College 4. Academic Information System Section, OUR 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college and enrollment status thru CRS	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
	1.1 Act on the request	None	1 Day	<i>University Registrar</i> OUR
2. Claim appeal with action of the UR	2. Release appeal	None	2 Minutes	<i>Frontline Staff</i> Administrative Section
TOTAL:		None	1 Day,4 Minutes	

Type of Service: External

Appeal for Late Residence/Dropping/Leave of Absence

These student processes have deadlines; hence, students appeal to be accommodated beyond the deadline

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter endorsed by the College 2. Status of enrollment thru CRS		1. Requesting Party 2. Academic Information System Section, OUR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter endorsed by the college and enrollment status thru CRS	1. Receive letter, check and record to database. Forward to University Registrar (UR) for action	None	2 Minutes	<i>Frontline Staff Administrative Section</i>
	1.1 Act on the request	None	1 Day	<i>University Registrar OUR</i>
2. Claim appeal with action of the UR	2. Release appeal	None	2 Minutes	<i>Frontline Staff Administrative Section</i>
TOTAL:		None	1 Day,4 Minutes	

Type of Service: External

Processing of Request for Monoblock Chair Rental

For UP Diliman offices and student organizations requiring monoblock chairs for their event

Office or Division:	Administrative Section, Office of the University Registrar			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	UP Diliman Student Organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of request endorsed by a faculty adviser 2. Duly accomplished OUR-Admin Form No. 007 (Monoblock Chair Rental Form) 3. UP ID		1. Requesting Party 2. Administrative Section 3. OUR, UP Diliman		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Admin counter and present UP ID	1. Receive and check letter, check availability of chairs	None	5 Minutes	Administrative Assistant Administrative Section
	1.1 Approve rental of chair, give OUR-Admin Form No. 007 to client	None	5 Minutes	Administrative Officer Administrative Section
2. Accomplish OUR-Admin Form No. 007 and pay to the Cashier	2. Receive form and record payment, give copy of form to the client for the details of the rental	PHP 5.00 per chair	20 Minutes	Administrative Assistant Administrative Section
TOTAL:		PHP 5.00 per chair	30 Minutes	