

## **I. Mandate**

The Office of the University Registrar is a vital arm of the University. It is the official recorder and keeper of records of the students. As official recorder, it serves as Secretariat in different administration committees, such as the Executive Committee, the Curriculum Committee, the Committee on Student Progress, Admission and Graduation, and in the University Council meetings, and also acts as steering committee of the University Council Committees.

As a repository of decades of student records, the OUR is both a source and resource of data that can be used for various researches.

## **II. Vision**

The OUR envisions itself as a model office that embodies the University's ideal of honor and excellence by implementing the highest standards of academic records management and committing to quality and timely service to its stakeholders with utmost integrity, honesty, and respect.

## **III. Mission**

To support the University's delivery of academic programs, the OUR is committed to:

- Ensure consistent compliance with the implementation of academic policies and procedures
- Provide unstinting service related to admission, registration, retention, academic records evaluation, graduation and issuance of credentials
- Respond in a professional, efficient, courteous and sincere manner at all times

## **IV. Service Pledge**

We commit to:

- Implement existing procedures and explore initiatives for the betterment of such procedures;
- Warrant well-managed processes in connection with academic evaluation, records management, and issuance of credentials to various clientele;
- Ensure the highest standards in the management of student information system, making use, where applicable, of innovative platforms, consistent with the computerized information systems being implemented across the UP System; and
- Support the relevant University Council committees and academic units in the crafting and review of academic policies and programs.