



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@upd.edu.ph

18 September 2019

OUR Memorandum No. MTTP 2019-21

To: College Secretaries and Graduate Program Coordinators

From:


MA. THERESA T. BAYONGAYONG, PhD
University Registrar

Subject: Implementation of UP RFID

Please find attached Memorandum No. PDLC 19-14 on UP RFID and VP Elvira A. Zamora's letter regarding UP RFID Process Flow for Students for your information and guidance.

All students will receive an email from the OUR starting 20 September 2019 regarding their photo-taking schedule.

Thank you.

cc: Deans

Dylene/OUR2019

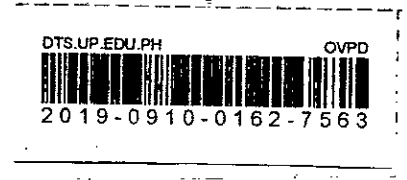


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UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY 1101

Office of the Vice-President for Development

16 September 2019



Prof. Ma. Theresa T. Payongayong
University Registrar
Office of the University
University of the Philippine Diliman
Quezon City

Re: UP RFID Process Flow for Students

Dear Dr. Payongayong:

Further to the instruction of President Concepcion through Memorandum No. PDLC 19-14 dated 06 August 2019 directing the University of the Philippines Diliman to implement in the CU the RFID for all its eligible constituents, we transmit herewith for the administration by your unit the process flow for the release of the UP RFID to the students of UP Diliman.

This instrument is a result of numerous consultations and review with the Office of the University Registrar (OUR) and the UP System Data Privacy Office (DPO).

For information and immediate compliance.

Thank you.

Most sincerely,

ELYRA A. ZAMORA
Vice President for Development

Att: a/s

Action of the UNIVERSITY REGISTRAR:	
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Noted
<input type="checkbox"/> Disapproved	

MA. THERESA T. PAYONGAYONG, Ph.D. University Registrar	
Date:	9/18/19

University of the Philippines Diliman (UPD)
Radio Frequency Identification (RFID)
Process Flow

Photo Taking

1. Student secures an appointment¹ after being registered/matriculated. The Office of the University Registrar (OUR) staff gets the student's name and student number.
2. Student shows up for his/her schedule and presents Form 5 to OUR staff for checking and verification. OUR staff will require students to show Government Issued ID or other IDs (prior UP ID or in the case of first year students, high school ID) when checking/verifying.
3. OUR staff takes ID photo of student. Photo taking is from Monday to Friday.
4. OUR staff hands claim stub to student indicating the RFID pick-up schedule. (Pick up schedule is seven business days after the Friday when the PERSO file was transmitted via SFTP.)

RFID Ordering

1. OUR staff prepares and transmits **PERSO File**² (compiled from Monday to Friday) to card vendor via Secure File Transfer Protocol (SFTP) every Friday.
2. After ID printing based on the PERSO file, Card vendor prepares **Transmittal Report**³ and provides a copy to UP of its certificate of file deletion and shredding report. After completing the printing of all IDs for UP Diliman Card vendor will transmit a certification of compliance with the requirements of the Philippine Data Privacy Act in printing UP IDs for submission to UP⁴.

RFID Delivery

1. Card vendor and Paymaya Phils Inc (PPI) coordinate for the secure delivery of RFID cards to OUR via PPI's courier. PPI informs OUR of delivery schedule.
2. OUR staff receives printed RFID cards from PPI's courier.
3. OUR staff checks that all cards are securely intact in packaging and validates cards by checking them against the PERSO File.
4. OUR staff acknowledges receipt of cards from PPI courier.

RFID Release

1. During pick-up schedule, student shows claim stub and other valid ID to OUR staff.
2. OUR staff checks and verifies claim stub.
3. OUR staff releases RFID to student.
4. Student claims RFID and signs acknowledgement receipt log.

¹ Depending on the number of students, the schedule could be within the same day or right after securing an appointment.

² The **PERSO File** or personal file includes the following details: Name of Student, Student Number, and Photo of Student.

³ The **Transmittal Report** indicates the total number of cards that UPD has ordered, as listed in the PERSO file.

⁴ The **Certification** must be made under oath by a duly authorized representative of the card vendor and shall state that the vendor received from UP the names, student numbers and photos of students through SFTP; that such information was used solely for the purpose of printing IDs; that the vendor used reasonable and appropriate physical, organizational and technical measures to safeguard the privacy of data subjects and that after printing the IDs, vendor securely and permanently deleted or destroyed such personal information. The certification will be transmitted to the UP System by PPI. The UP System shall provide a copy of such certification to UPD.



UNIVERSITY of the PHILIPPINES

OFFICE OF THE PRESIDENT

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RECEIVED

OFFICE OF THE CHANCELLOR

University of the Philippines Diliman

Date: AUG 07 2019 Time: _____

By: Chino

6 August 2019

MEMORANDUM NO. PDLC 19-14

To : DR. MICHAEL L. TAN
Chancellor, University of the Philippines Diliman


Subject : UP RFID

The University of the Philippines is adopting the new official UP Radio Frequency Identification (RFID) Card for the use of all UP students, faculty and staff in non-exclusive partnership with PayMaya.

In this regard, the University of the Philippines Diliman is hereby directed to implement in the CU, effective the First (1st) Semester 2019-20, the aforementioned RFID system for all its eligible constituents.

The qualified holders of the UP RFID may avail themselves of the additional features and services offered under the system on a voluntary basis.

For guidance and compliance.


DANILO L. CONCEPCION
President