




23 July 2020

OUR Memorandum No. MVPLO 2020-10

To: **College Secretaries**

Through: **Deans and Directors**

From: 
Maria Vanessa P. Lusung-Oyzon, PhD
University Registrar
Member-Secretary, UC Committee on Student Admissions, Progress and Graduation
(CSAPG)

Subject: **Reiteration of the reminder on CSAPG appeals to graduate with honors despite underloading**

Please be reminded that per UPD Faculty Manual (p. 183): *“To justify underloading, the submission of pertinent documents to the Office of the University Registrar through the Office of the College Secretary is required as follows:*

- *For health reasons – medical certification to be confirmed by the University Health Service*
- *For unavailability of subjects – certification by the adviser and copy of schedule of classes*
- *For employment – copy of payroll and appointment papers indicating, among others, the duration of employment*

*It is the responsibility of the student to establish the veracity of the cause(s) of underloading. It is required that documents submitted to establish the cause(s) of the light loading must be sworn to. **THESE DOCUMENTS MUST BE SUBMITTED DURING THE SEMESTER OF UNDERLOADING.** [from Art. 414; amended at 884th BOR meeting, Mar 31, 1977]”*

We reiterate that all parties concerned must ensure that all documentations relevant to the appeals are **COMPLETE** and submitted to the appropriate office/s **ON TIME**.

For your compliance, please.

Thank you very much.