

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-190

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Office of the University Registrar (OUR) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office of the University Registrar (OUR) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OUR Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OUR Diliman has the following main functions:

- a. Student Admission and Registration: implement existing procedures and explore initiatives for better procedures for admission and registration;
- b. Student Progress and Graduation: warrant well-managed processes in connection with academic evaluation, records management, and issuance of credentials to its various clientele;
- c. Student Information System: ensure the highest standards in the management of the student information system, making use, where applicable, of innovative platforms, consistent with the computerized information systems being implemented across the UP System; and
- d. Academic Policies and Programs: support the relevant University Council committees and advise academic units in crafting and review of academic policies and programs.

Programs and Services of OUR Diliman

Programs and services prior to the reorganization of OUR Diliman will continue to be implemented, or enhanced, by the Office; Divisions and Sections will implement the programs and services according to the matrix below. Other programs and services consistent with the functions of the Office shall be announced from time to time.

| Division / Section | Programs and Services |
|--|---|
| Admissions and Registration Division <i>(Formerly the Admission and Registration Section)</i> | <ul style="list-style-type: none"> • Maintenance of operational efficiency in services related to admission, registration, and clearance |
| Admissions Section | <ul style="list-style-type: none"> • Screening and assessing of eligibilities for admission to and enrolment in UP Diliman's various degree programs • Processing of IDs for students and other UP Diliman constituents • Issuance of such certifications as: <ul style="list-style-type: none"> • Certificate of English as Medium of Instruction • Certificate of Table of Grade Equivalent |
| Registration and Clearance Section | <ul style="list-style-type: none"> • Untagging and clearance of students who have settled non-academic accountabilities and ineligibilities (e.g., payment of loans, submission of entrance credentials, etc.) every semester and prior to their exit from the University • Processing of all types of special assessment (e.g., for scholarships and privileges, etc.) • Issuance of such certifications as: <ul style="list-style-type: none"> • Certificate of Breakdown of Matriculation Fee • Certificate of University Clearance of Student |
| Student Records Division <i>(Merger of the Records Management and Appraisal Section, and the Transcript of Records Section)</i> | <ul style="list-style-type: none"> • Optimization of the delivery of services related to student evaluation, the issuance of OTRs, and records management |
| Student Evaluation Section | <ul style="list-style-type: none"> • Audit of student progress based on degree program requirements • Issuance of official list of candidates for graduation for UC recommendation to the BOR |
| Transcripts Section | <ul style="list-style-type: none"> • Issuance of Official Transcript of Records (OTR) of students • Issuance of such certifications as: <ul style="list-style-type: none"> • Verification of Transcript • Certificate of Graduation (COG) • Certification, Authentication and Verification (CAV) • Course Description (CD) • Diploma Translation (DT) • Authentication of OTR, COG, CD, DT or F137/138 |

| Division / Section | Programs and Services |
|--|---|
| Records Management Section | <ul style="list-style-type: none"> • Management (compilation, maintenance, archiving, etc.) of all student records • Issuance of such certifications as: <ul style="list-style-type: none"> • School Verification • Certificate of Enrollment • Units Earned • Certificate of UP Exemption from Special Order (SO Exemption) • Certified Text of the Diploma • Honorable Dismissal • Weighted Grade for Honor Graduate • Civil Service Eligibility |
| Academic Information System Section <i>(Formerly the Computerized Registration and Student Record System Section)</i> | <ul style="list-style-type: none"> • Management and maintenance of the computerized student information system (SIS) of the University • Generation of reports based on available data in the SIS • Provision of support to the University's various clientele in the use of the SIS • Maintenance of the official websites of the OUR (please see below) |
| University Council Secretariat Section <i>(Formerly the Publications and UC Secretariat Section)</i> | <ul style="list-style-type: none"> • Performance of functions related to its role as Secretariat of the UC and some of its committees • Maintenance of a temporary clearinghouse for records associated with the UC and some of its committees • Supervision of the yearly printing of the Souvenir Program for the Commencement Exercises and the periodic release of the UP Diliman Catalog |
| Administrative Section | <ul style="list-style-type: none"> • Performance of functions associated with the internal operations of the OUR, and general administrative support to the UR and AURs. |



For announcements from the OUR, you may check the following websites: our.upd.edu.ph and crs.upd.edu.ph. You may also check for links to OUR-related activities in these websites.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 University Registrar, Dr. Marilyn R. Canta
 Asst. University Registrar, Asst. Prof. Tessa Maria T. Guazon
 Asst. University Registrar, Dr. Eugene Rex L. Jalao