



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

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**MEMORANDUM NO. OVCAA MTP 21-083**

To : Deans, Directors and Heads of Academic Units

From : *Theresa T. Payongayong*  
MA. THERESA T. PAYONGAYONG, PhD  
Vice Chancellor for Academic Affairs

Subject : Submission of Waiver Requests via UTAK

Date : 2 December 2021

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On 9 November 2021, the Office of the Vice Chancellor for Academic Affairs (OVCAA) launched the University Transactions Automated Kit or UP UTAK, an online platform where faculty members and REPS submit their requests to OVCAA. For its initial launch, the platform only accepts Requests for Authority to Travel Abroad.

Please be informed that effective today, 2 December 2021, the following waiver requests shall also be coursed through UP UTAK:

1. Request for Waiver of the Class Size Requirement
2. Request for Waiver of the 6-unit Load of Lecturers

You may access the forms through <https://utak.upd.edu.ph> by logging in using your official email address (@up.edu.ph).

You may send your questions or clarifications regarding the system through <https://utak.upd.edu.ph/help-desk/>.

Kindly disseminate to all faculty. Thank you.