



UPLB 2021-2022



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# Transaction Booklet

## 2021-2022



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This booklet contains the programs, services and procedures of the Office of the Vice Chancellor for Student Affairs at the time of publication.

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## PREFACE

Due to the challenges brought about by the COVID-19 pandemic, ongoing quarantine restrictions, and the effects of the implementation of the State of National Health Emergency all over the country, there was a need to transition from physical classes to flexible and remote learning modalities.

In effect, the modality of providing student services has also shifted to one that is done remotely, but that which remains efficient, reliable, and accessible to all. Last 2nd semester 2020-2021, UPLB OVCSA compiled its essential programs and services in the OVCSA Transaction Booklet, which aims to provide a holistic and systematic resource material fit for the needs of current and former students, and other clients. The present material is the updated version for the Second Semester 2021-2022.

This transaction booklet is designed as a basic reference about our new normal off-campus student services and programs. It puts together information about support services for students, such as requests for University Clearance, Good Moral Character, and specific assistance from different OVCSA Offices and

Units like scholarships and grants, counseling and guidance, student organization activities, student housing, international student services, and many others. It presents a list of important student support programs and services, including all the necessary contact details and information. Students who are requesting assistance that are not indicated in this booklet may communicate directly to the concerned unit whose contact information is provided here as well.

As a tip, students may digitally bookmark relevant services or information. For quick access, links to websites, email addresses and telephone numbers may be noted down or screengrabbed before saving to one's phone or gadget.

OVCSA hopes that with this transaction booklet, we can reach out to and continue our connection with our students even in the safety of their homes and families. Through this booklet, quality, timely, responsive, adaptive, and flexible services can be widely communicated and disseminated to our students and constituents.



# ovcsa $\Delta$

**UPLB OFFICE OF THE VICE CHANCELLOR  
FOR STUDENT AFFAIRS**

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The major thrust of the OVCSA Main Office is to provide support services to all offices/units of OVCSA for efficient implementation of programs and services and for efficient delivery

of students' needs. The office also serves the students by assisting in the processing of their university clearance, certificate of good moral character, and other needs.

## Vision

To be a leader in achieving the goals of UPLB by providing globally competitive programs and services that empower students in meeting their psychosocial, emotional, financial, and academic needs

## Mission

We **empower** students by providing an environment that encourages academic growth and personality development.

We **support** students financially by providing scholarships, loans, and other forms of financial assistance.

We **assist** students by providing them access to information that help them make informed decisions regarding their psychosocial, emotional, financial, and academic needs.

## Values

### **Honor and Excellence**

We serve in accordance with the University's principles.

### **Integrity**

We perform duties with honesty and fairness.

### **Commitment**

We devote time and effort to provide responsive, high-quality, and proactive student service.

### **Innovativeness**

We take advantage of forward-looking practices and technologies in order to meet the dynamic needs of students.

## Functions

- OVCSA shall assist the Chancellor in promoting the welfare of students and maintaining discipline among them.
- OVCSA shall implement programs relating to student affairs and services such as information and orientation, guidance and counseling, scholarships and financial assistance, student discipline, student activities, student organizations, assistance to foreign and international students, research on student affairs, public service, and other related programs and services.
- OVCSA shall perform other functions as the Chancellor or other University authorities may assign.



## Programs and Services

### Assists in the processing of University and OVCSA clearance

#### For University Clearance

- 1 All students must communicate with their respective Office of the College Secretary (OCS) for initial processing.
- 2 Once OVCSA receives the list of students for clearance from the OCS, the Main Office shall forward the list to OVCSA offices and units, as well as other offices involved in university clearance processing such as Office of Alumni Relations, Office of Anti-Sexual Harassment, University Health Service, and the University Library.
- 3 OVCSA shall return the list with remarks, whether cleared or not cleared, to the respective OCS.
- 4 The OCS shall forward the list of cleared students to the Office of the University Registrar (OUR) for issuance of Certificate of Clearance.

#### For OVCSA Clearance<sup>1</sup>

- 1 Students must email the OVCSA Main Office through **ovcsa.uplb@up.edu.ph** and provide the form from their respective OCS needed for signing.
- 2 OVCSA Main Office shall provide the student with the OVCSA clearance form.
- 3 Once the student has filled out and returned the form, this will be forwarded to OVCSA offices and units, namely International Student Relations (ISR), Office of Counseling and Guidance (OCG), Office of Scholarships and Grants (OSG), Office of Student Housing (OSH), and Student Disciplinary Tribunal (SDT), for clearance from their office.
- 4 Once cleared from OVCSA offices and units, the form shall be signed and returned to the student.

<sup>1</sup>for the purpose of shifting, LOA, AWOL

### Issues Certificate of Good Moral Character (CGMC)

- 1 Students must email the OVCSA Main Office through **ovcsa.uplb@up.edu.ph**.
- 2 OVCSA Main Office shall forward the request to SDT for clearance.
- 3 Once cleared from SDT, OVCSA Main Office shall provide the requesting student the CGMC.

### Provides venues for student-related activities through the OVCSA-managed spaces

- 1 Requesting parties must email the OVCSA Main Office through **ovcsa.uplb@up.edu.ph**.
- 2 Approval of the request is subject to availability and compliance to minimum safety health protocols.
- 3 OVCSA Main Office shall provide the requesting party of the permit once approved.

### Processes Leave of Absence (LOA) and waiver of prerequisite

Kindly contact your respective college.

# ISR

## UPLB INTERNATIONAL STUDENT RELATIONS



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The International Student Relations (ISR) is the center of information, activities, and services for international students of UPLB. ISR helps in ensuring and maintaining the legal

status of international students, assists in their adjustment to the UPLB way of life, and looks over their health, safety, and wellbeing.

## Programs and Services

**Cultural Exchange and Development** aims to orient international students about the University, the Filipino culture and norms of behavior, and basic Filipino communication. It further provides an avenue for local students and staff to learn and understand the culture of international students and vice versa.

**International Relations** is valuable in allowing students of different nations to cooperate with one another, help pool resources, and share pertinent information for further learning, engagement, and resolution of issues and other concerns.

**Recognition Programs** aim to strengthen the role of international students especially the graduating international students in the promotion of the University and further its purpose while living up to the ideals of honor and excellence.

**Leadership Trainings** for international students are opportunities to develop

and improve their leadership, communication, and teamwork skills.

**Inter-school Cultural Exchange Activities** refer to collaborations with other universities/institutions for the promotion of cultural exchange. It seeks groups or institutions that provide activities for training, personal development and cultural activities. ISR further seeks and coordinates with award-giving institutions to provide for international students where they could participate, learn and represent the University.

**Mentoring Programs** for International Students is designed to help international students adjust in the University with the help of the upper-class students, compatriots and other significant individuals who can provide guidance from the admissions process all the way to graduation.

ISR also facilitates the following:

- provision of pre-arrival and departure instructions of inbound and outbound students, including repatriation mechanisms;
- provision of supporting documentation for immigration-related and academic-related requirements such as issuance of study permits and certification(s) related to visa extension and passport renewal;
- evaluation and monitoring of international students' records such as tagging/ untagging of SAIS;
- coordination of registration and scholarship/ financial assistance before and upon arrival of international students;
- assurance of health and wellness such as coordination with the University Health Service, other local hospitals, Office of Counseling and Guidance, the Graduate School, and other concerned offices and units;
- provision of socio-cultural immersion and further development and implementation of programs beneficial to international students;
- provision of information about UPLB, its services, and the Philippines;
- collaboration with the International Student Association (ISA) in their programs and activities relevant to international students;
- collaboration with other student organizations such as the Society of Exchange Students and the Graduate School Council; and
- coordination and implementation of programs and activities with other concerned UPLB offices/ units relating to student services and welfare.

For availment of any of the above-mentioned services and programs, kindly coordinate with ISR through [isr.uplb@up.edu.ph](mailto:isr.uplb@up.edu.ph) or check our Facebook page ([fb.com/isr.uplb](https://www.facebook.com/isr.uplb)) for updates.



## UPLB LEARNING RESOURCE CENTER



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[www.fb.com/upblrc](https://www.facebook.com/upblrc)



[@upblrc](https://twitter.com/upblrc)

The Learning Resource Center (LRC) at UPLB was established in June 1978 in conjunction with the implementation of the Agricultural and Rural Development Scholarship (ARDS). The UP System LRC was institutionalized much later on April 17, 1997 by the Board of Regents. It is tasked to supplement, complement and coordinate all learning assistance programs in each campus to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment.

Beginning 2000, the LRC Coordinating Committee took over but with limited functions. It served as a coordinator of the Summer Bridge Program (SBP). In December 2007, the UPLB LRC was integrated into the Office of Student Affairs (OSA) as a Learning Resource Program (LRP).

However, in February 6, 2014, LRP was reverted to LRC in line with UPLB's quest to become a world-class university in preparation for ASEAN 2015, and to further its goals of promoting and ensuring academic excellence among its students and in producing more globally competitive graduates.

LRC continues to provide learning support and assistance to students as it finds its new home at the Office of the Vice Chancellor for Student Affairs.

With its enhanced and expanded programs, LRC has been mandated to take on the following tasks: Expanding existing academic-related programs and activities to include not only local undergraduate students but also international undergraduate and graduate students, including but not limited to customized academic support systems;

Institutionalizing and sustaining the UPLB Recruitment Program for the Best and the Brightest Students; Providing support services to would-be or international/exchange students including, but not limited to, customized language programs and thesis and journal writing; and Complementing the Office for Institutional Linkages (OIL) in facilitating exchange programs that would provide opportunities for students to expose themselves to various programs offered by other competent and esteemed universities in the world.

To promote academic excellence, the UPLB LRC has institutionalized the following programs:

Instructional Assistance and Enrichment Program which includes Bridge Program (BP), trainings, and tutorials;

UPLB Recruitment Program for the Best and the Brightest (RPBB); and Agricultural and Rural Development Scholarship (ARDS).

## Programs and Services

### **Instructional Assistance and Academic Enhancement Programs**

#### **Agricultural and Rural Development Scholarship (ARDS)**

Since 1977, the Agricultural and Rural Development Scholarship (ARDS), which was created under Presidential Decree 1209, has provided assistance and opportunities to intellectually deserving students of rural poor families to take development-oriented courses in UPLB. UPLB LRC is constantly recruiting scholars and yields fresh graduates of ARDS. The scholarship program provides stipend, book, transportation, medical, and thesis allowances.

#### **Bridge Program (BP)**

The BP is a skills-enhancement activity designed for incoming first year students who may need to improve competencies in English and/or Mathematics. Each bridge course is equivalent to a summer course with 48 class hours. Apart from their subject classes, they also have psychosocial sessions with guidance service specialists and values education lessons with volunteer corps and current students of the university. Held

online and remotely in line with the COVID-19 health and safety protocols, the BP continues to assist incoming students in their academic and social adjustments to college life. Classes are conducted in a flexible learning setup with both synchronous and asynchronous sessions.

#### **Tutorial Services**

LRC provides free online tutorial sessions, called T.E.A.M. or Together Everyone Achieves More Learning Sessions, which cater to all currently enrolled students who need an additional learning session in order to better understand and appreciate challenging lessons in Mathematics, Chemistry, Physics, Biology, Statistics, and other subjects. LRC offers two tutorial services to our students: a peer-tutorial session called Promoting Excellence through Educational Review (PEER) and TEAM-UP with #TeamLRC, which is a series of tutorial sessions featuring faculty members of the university.

PEER (Promoting Excellence through Educational Review) tutorials are facilitated by student tutors of the Center. Topics include biology,



mathematics, chemistry, statistics, among others. Students may be tutored individually or in small groups. Students may book a review session with a peer tutor at <https://tinyurl.com/LRCTutorials>

The tutorial sessions together with distinguished faculty members of the university is dubbed as TEAM-UP with #TeamLRC: Subject Tutorial Series for UPLB Students. The sessions are exclusive for currently enrolled UPLB students and cover subjects such as BIO 30 (Genetics), ECON 11 (General Economics), STAT 101 (Statistical Methods), CHEM 18 (University Chemistry), MATH 25 (Fundamental Calculus), and MATH 27 (Analytic Geometry and Calculus).

LRC also conducts subject tutorial webinars which are open to the general public. Students may view the recording of these sessions at LRC's Facebook page <https://www.facebook.com/upblrc> and Youtube channel. <https://www.youtube.com/c/UPLBLearningResourceCenter>

### **Let's Get PHYSICal! A Webinar on Appreciating Concepts in Physics**

This webinar covered topics on thermodynamics, laws governing

charge and electricity, magnetism, and electromagnetic radiation.

<https://www.youtube.com/watch?v=aqF6fB3EJ3A&t=1s>

### **MATH-dali lang ang Math! A Subject Tutorial Webinar Series on Algebra, Trigonometry, Geometry, and Calculus**

#### **Customized Training Programs**

LRC's training programs are needs-based. Various stakeholders, primarily UPLB students, faculty, and staff as well as external groups or institutions who need training on certain topics/ areas, can request LRC to design and implement such for a given period of time. In response to the global crisis, the Center takes on the challenge of offering programs to the students using online platforms such as the LRC C.A.R.E.S (Creative Activities, Recreational and Educational Services) program. The Center aims to provide students online learning opportunities while the country was on General Community Quarantine. Some of the training/webinars produced include the following:

### **Making Sense of Data Webinar Series**

The webinar series covered topics on Data Visualization  
Basic Data Management and Analysis

### **G KNB Mag-Online Learning: A webinar series on how to study at home under the New Normal**

The webinar series covered the following topics:  
Online Learning Platforms and Alternative Modes of Learning  
Tips and Best Strategies for Online Learning  
Video Conferencing Tips  
Social, Emotional and Mental Health Needs of Students  
Insights and testimonies of successful online learners

### **Screenshot-Ready: The Art of On-Cam/Online Teaching Performance**

The session covered topics on the following:  
Tips on how to professionalize on-cam/online teaching performance  
Context  
The Art of Setting Up (Lighting, finding the right spot, security, background, etc.)

### **UNPLUGGED: Relax, De-stress, and Recharge using non-digital activities**

The webinar series under the LRC C.A.R.E.S. program include lessons on the following:

How to practice mindfulness to clear the mind  
How to use visual art to relax and de-stress  
How to start journaling to regain focus and motivation  
How to take advantage of plant therapy to recharge

### **One-STAT-at-a-time: Basic Statistical Tools & Techniques in Research**

The topics for the webinar series included the following:  
Basic design of experiments and surveys  
Appropriate statistical analyses of data generated from experiments and surveys  
Computing tools to expedite the process of generating statistics such as the use of Microsoft Excel's add-ins, and/or R software

### **Unplugged 2.0: Relax De-stress and Re-charge Using Non-Digital Activities**

The webinar series featured a detailed workshop for beginners on watercolor painting, acrylic painting, modern calligraphy, and lettering.

Theme: Life in full B.L.O.O.M!: Blossom and Live with Optimism and Open Mind

**G Ka Pa Ba Mag-Online Learning? A Webinar Series on how to take online learning to the next level**

To continue nurturing self-directed learning among our students, they need more opportunities to learn new skills or to develop new ones which might be useful to them not just as online learners but as lifelong learners.

Primarily, the webinar series aim to equip the students with knowledge on the following topics:

- public speaking
- resume writing
- job/internship interview tips
- design skills

**SHAPE UP THURSDAY: Shaping A Healthy, Active, Positive, and Energetic Life During Uncertain Times Webinar Series**

With the new lockdown imposed amid the spike in coronavirus cases, people are under various kinds of stress. Ever since the pandemic began in 2020, our work and life routines have been turned upside down. The COVID-19 has increased risks to employees' mental and physical health which in turn affect their performance.

Thus, the Center staged a 6-month long webinar series to implement workplace activities that may be beneficial for promoting and maintaining employees' physical health, mental health and work performance during the COVID-19 pandemic.

The sessions are subdivided into the following themes:

- EAT RIGHT!: Tips on How to Maintain a Healthy Eating Lifestyle
- WORK IT!: Simple Routines to Stay Active at Home and in the Workplace
- STRESS LESS!: Strategies on How to Improve your Emotional Wellness
- WORK-LIFE HARMONY: Steps on How to achieve Balance and Harmony between Life and Work

**Recruitment Program for the Best and the Brightest (RPBB)**

The UPLB Recruitment Program aims to bring the best and the brightest students of the country to the National University; to promote diversity among its applicants; and to increase the number of enrollees in the three pioneer colleges of UPLB namely College of Agriculture (CA), College of Veterinary Medicine (CVM) and College of Forestry and Natural Resources (CFNR) as well as in all

the other colleges of the University. The recruitment team is led by LRC together with selected faculty members of participating colleges. Frequently asked questions about the university are discussed by the recruitment team such as admissions, expectations, academic programs, and scholarships and financial assistance, among others.

Due to the pandemic, the RPBB was conducted virtually. The Center conducted two legs of the webinar series entitled: Nowhere to go but UP!: UPLB Recruitment Program for the Best and the Brightest for Grade 11 and Grade 12 students that featured meaningful opportunities available for them when they choose to take up the academic track and pursue a degree in UPLB. Likewise, the Center would like to inform them regarding the UPLB admission process, scholarships and financial assistance, and other student support services. Below are the following sessions:

**Nowhere to go but U.P.! Webinar Series**

- Session 1: UP-Close: Learn some tips in choosing the right course from UPLB graduates
- Session 2: WazzzUP!: Why Choose UPLB?

- Session 3: Light UP! Discover a course that fuels your passion and purpose
- Session 4: Better TOGETHER: UPLB scholarships, financial assistance and other services

**Nowhere to go but UP! 2.0 Webinar Series**

- Session 1: WazzzUP!: Why Choose UPLB?
- Session 2: Light UP! Discover a course that fuels your passion and purpose
- Session 3: #UPCutie: Know more about UP College Admission Process
- Session 4: Better TOGETHER: UPLB scholarships, financial assistance and other services
- Session 5: UP-Close: Learn some tips in choosing the right course from UPLB graduates
- Session 6: Keep it UP! How to survive and thrive in UP Life

The recorded videos of the webinars are all available for replay on the following platforms:  
Youtube Channel: [www.youtube.com/c/UPLBLearningResourceCenter](http://www.youtube.com/c/UPLBLearningResourceCenter)  
Facebook page: [www.facebook.com/upblrc/live](http://www.facebook.com/upblrc/live).

**P.L.A.Y. (Providing Learning Alternatives to the Youth)**

As one of the flagship programs of LRC, PLAY aims to enhance the learning experience of the new (and old) batch of UPLB students by producing engaging and educational Open Education Resources (OER) such as audio-visual presentations, board games, activities, problem sets, and others. These aid teachers in the conduct of their classes as well as help students better understand the lessons. The videos may be accessed through: <https://www.youtube.com/c/UPLBLearningResourceCenter>

### **Internationalization Programs for Students**

#### **Cultural Language Training Program (CLTP)**

The program started in 2016 in response to the request of the College of Veterinary Medicine (CVM) to conduct a Cultural Language Training Program (CLTP) for Japanese students. Attended by five students from Kyushu University of Health and Welfare and one from Kurashiki University of Science and the Arts in Japan, the training program aimed to help these international students improve their language and cultural skills in order to succeed in

their chosen degree. Moreover, it was a way to prepare them for the various activities and requirements in the University by enhancing their skills in the areas of conversational English, academic speaking, listening, reading, and writing. By honing these skills before the semester begins, students are expected to engage in academic work and take their place in the community.

An eight-week intensive training on conversational fluency, grammar, vocabulary enrichment components, reading comprehension, writing, pronunciation, the CLTP was facilitated by LRC staff and faculty-trainers from the Department of Humanities of the University. It also involved tutors from the Colleges of Development Communication and Arts and Sciences. The Japanese students also participated in different cultural activities led by both the training facilitators and the peer tutors. These activities include a campus tour, karaoke night, amazing race, nature trip, hiking and food trip.

CLTP is part of LRC's mandate to enhance and expand its present academic-related programs and activities for international undergraduate and graduate students

through customized academic support systems such as language training programs, study visits, cultural tours and cultural exchanges.

#### **Exchange Students' Challenges Experienced and Lessons Learned (EXCELL) Sharing Series**

LRC spearheads echo seminars in which returning students from exchange programs share their learning and experience with the UPLB community through the event entitled, "EXchange students' Challenges Experienced and Lessons Learned (EXCELL) Sharing Series" in partnership with the Society of Exchange Students-University of the Philippines (SEXs-UP) to better prepare the students for internationalization. Exchange students share their stories of inspirations and motivations to fellow Iskolars para sa Bayan. Tips on how to become an excellent exchange student were also given.

#### **LRC C.A.R.E.S. (Creative Activities, Recreational and Educational Services)**

During the time of the pandemic, the Center developed the LRC C.A.R.E.S. to reach out to our students and other

constituents through online platforms. The Center used its Facebook page to bring our activities and services to our students and to provide a daily dose of inspiration to our social media followers. The primary goal of LRC C.A.R.E.S. is to provide holistic mental health support by addressing some of the sources of academic-related worry and anxiety of our students. This is done through online workshops, training, and daily updates in LRC's Facebook page (e.g. self-care tips, health and wellness tips, inspirational messages, thesis assistance especially in developing a theoretical and conceptual framework, data encoding and analysis using Excel, and data visualization, and the likes).



## UPLB OFFICE OF COUNSELING AND GUIDANCE

### General Inquiries/ Director's Office



ocg.uplb@up.edu.ph

### Student Readmission



readmission.ocg@uplbosa.org

### Careers and Job Placement



careers.ocg@uplbosa.org



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(for general inquiries and  
online counseling)



fb.com/ocgovcsa  
(for other  
information and updates)

The Office of Counseling and Guidance assists the Office of the Vice Chancellor for Student Affairs in providing

psychological, social, emotional, educational and occupational needs of the students.

## Programs and Services

### Guidance and Counseling

Individual or group counseling sessions are held to provide students with an opportunity to express and clarify feelings, ideas, conflicts, plans, projects, etc. that affect the moral values and various aspects of life, such as aspirations, educational career, physical, social, spiritual, psychological, personal and emotional problems in an atmosphere of harmony, acceptance and privacy.

Tutors are volunteer-students and scholars from the different colleges who are academically qualified to assist their peers on problems in their respective courses.

### Career Guidance and Job placement

This service assists students and graduates in career planning by providing information on job opportunities and employment trends.

### Psychological Testing

It helps students develop a better understanding of themselves through an objective assessment of their mental ability, aptitude, interest, vocational preference, and personality.

Networking and linking strategies with UPLB alumni are also carried out to maintain continued ties with the University through recruitment and job placement during the Annual Job Fair.

This will enhance greater self-awareness and understanding in relation to their career and personhood.

A Pre-Employment Seminar Workshop is also held to prepare our graduates' entry into the world of work.

### Peer Tutorial Program

A peer teaching program known as "Alay Turo" is instituted in the form of tutorials to assist students with academic difficulties.

### Trainings and Orientation

These are activities tailored to the adjustment needs of new freshmen and transferees, new students, and international students.

OCG has the Pre-College Orientation Program for freshmen to help them adjust in their transition from high school to college life. It also aims to orient them on the different program services of OVCSA-OCG.

Added to this is a special Parents' Orientation Program, which serves as a venue for parents to raise queries regarding school policies, services and other related matters.

#### **Guidance Instruction**

A module on group growth and development was designed, so students can become more socially effective and well-adjusted individuals. This is also known as the Guidance Instruction Program.

#### **Student Readmission**

The Office of the Vice Chancellor for Student Affairs, through the Office of Counseling and Guidance, gives appropriate recommendations to the Vice Chancellor of Student Affairs and the Deans of the UPLB colleges on whether or not to readmit scholastically delinquent students.

The recommendation is based on the assessment of the student's aptitudes, capabilities, interests, and past records.

#### **Extension Activities**

Various training activities, seminar/workshops, and enrichment programs on student personnel work, human resource development, etc. are extended by the Office of Counseling and Guidance to serve the needs of interested constituents of UPLB and other outside agencies.

Community-based projects such as the "Off- the-Street, On-to-School" is one of its successful projects.

#### **Appraisal, Follow-up and Referral**

OVCSA-OCG has established linkages with the different agencies and institutions for referral purposes to assist its clientele in finding solutions to some special types of problems.



### **UPLB OFFICE OF STUDENT ACTIVITIES**



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The Office of Student Activities is the lead unit of the OVCSA that provides opportunities for student organizations to hone their leadership skills, socio-cultural values, and to be of service to the studentry, the University, and the people.

The office primarily facilitates the recognition of student organizations in UPLB and formulates and implements policies and guidelines affecting organizations' welfare and discipline.



## Programs and Services

- Processing of Letter of Information
- Processing of Activity Permit
- Processing of Organization Registration
- Issuance of Certificate as Organization's Adviser
- Issuance of Certificate as Organization's Member
- Issuance of Certificate as Recognized Organization

### Processing of Activity Permit and Letter of Information (LOI)

- 1 Generate activity permit/ LOI form at [uplbosa.org](http://uplbosa.org).
- 2 Secure signature of faculty adviser and prepare necessary attachment as required per activity classification.
- 3 Submit the forms online at OSA for evaluation and approval of the director.

### Processing of Requested Certification


- 1 Email your letter request at [osa.uplb@up.edu.ph](mailto:osa.uplb@up.edu.ph)
- 2 For adviser certification, indicate the period of service as adviser.


### Processing of Organization Registration

- 1 Attendance of student organizations to Organization Orientation
- 2 Submission of fully-accomplished Registration Forms (signed by organization officers and advisers)
- 3 Evaluation and approval of Registration Forms
- 4 Recording of duly registered organizations in the OSAM System





## UPLB OFFICE OF SCHOLARSHIPS AND GRANTS

 Rm6 2/f  
Student Union Bldg.  
UPLB College, Laguna  
Philippines 4031

 (049) 536-3209  
0999-2272-816

 fbcom/uplbosg

 [osg.uplb@up.edu.ph](mailto:osg.uplb@up.edu.ph)

 @uplbosg

OSG is the central implementing unit administering student financial and learning assistance, grants-in-aid, and scholarships in UPLB.

## Other Important Contact Details

### Student Assistantship Program



uplbosa.org/assistantships



saga\_osg.uplb@up.edu.ph



0933-2272-803

### Student Loans and Claims



uplbosa.org/slb



studentloan\_osg.uplb@up.edu.ph  
insuranceclaims\_osg.uplb@up.edu.ph



0999-2272-805

### Private and Government Scholarships

- UPLB CARES
- Adopt-a-Student Program



uplbosa.org/scholarships



scholarships\_osg.uplb@up.edu.ph



0999-2272-805

### Student Learning Assistance System Online

- Grants-in-Aid Program
- Learning Assistance for Remote Learning
- Kaagapay sa Pag-aaral ng Iskolar ng Bayan Program



slasonline.up.edu.ph



sts.losbanos@up.edu.ph  
learningassistance\_osg.uplb@up.edu.ph  
unifast\_osg.uplb@up.edu.ph



0999-2272-816

## Programs and Services

OSG can assist you in finding financial support through the following packages:

### Reduced cost of tuition and other school fees

- Free Higher Education (RA 10931 Universal Access to Quality Tertiary Education Act)
- Grants-in-Aid Program formerly Socialized Tuition (ST) System, if not covered by Free Higher Education
- Scholarships and Grants Programs that waive tuition and other school fees

### Living allowance on monthly or per semester basis

- Student and Graduate Assistantships (SAGA)
- Grants-in-Aid Program
- UP Presidential Scholarship Awards
- UP Presidential Leadership Awards
- Adopt-A-Student Programs and other awards that grant cash allowance

### Deferred cash payments during the semester

- UP Tuition Loan Program
- Cash Loan Assistance Program (CLAP)
- Other tuition loan programs

### GRANTS-IN-AID PROGRAM

To apply for any of the above, you need to access the UP Office of Student Financial Assistance's portal also known as SFAOnline/SLASOnline at <https://slasonline.up.edu.ph/>. If you already have an account, you may now use your credentials to log in. If you don't have an account yet, you need to contact SFA/SLAS Helpdesk of UPLB via this email address: [sts.losbanos@up.edu.ph](mailto:sts.losbanos@up.edu.ph), or call at **(049) 536-3209**.

As a program, SFAOnline/SLASOnline collects information needed to process your applications to various student financial assistance including the socialized tuition system, scholarships among others.

## STUDENT ASSISTANTSHIP PROGRAM

Apply as Student Assistant.

### QUALIFICATIONS

- SA applicant should at least be an Old First-Year Student (OF);
- Have attended the SA Orientation;
- Not be enrolled in more than 21 units (as per AO PAEP 15-84
- SAGA Consolidated Rules and Regulations); and
- At least enrolled in one (1) academic units (NSTP, PE, Residency, OJT are not allowed).

### REQUIREMENTS

Applicants must:

- Open/Secure a Landbank Account under their name;
- Have a parental consent if he/she is a minor; and
- Create an OSA Management (OSAM) System Account (from uplbosa.org).

*Reminder: As per the SAGA Consolidated Rules and Regulations (SAGA-CRR) through AO PAEP 15-84, the CU Student Affairs unit has authority to act on reports on violations of the SAGA CRR. Sanctions for the violations will be based on existing rules and regulations of the university. Furthermore, the office also has the authority to act on reports of SAGAs who resigned, or those who are absent without leave, or delinquent in their duties (Letters i and j, no. 40, page 10 of SAGA-CRR)*

### GUIDELINES

- The maximum work hours per month will be based primarily on the academic load of students (their allotted SA hours) (see PAEP 15-84 memo);
- Student Assistants (SAs) are allowed to work up to six (6) hours per day except for Saturday, Sunday and Regular/Special Holidays;

- Student Assistants are expected to render service consistent with the prescribed tasks and time schedule;
- Supervisors of SAs will still be basing the work of hours of SAs on their plotted class schedule in the OSAM System;
- Supervisors shall not assign security-related activities and hazardous tasks to SAs;
- Supervisors shall not assign duties that will give SAs access to confidential, electronic and printed records such as student grades, transcripts, faculty and staff compensation, performance evaluation, health, legal, financial and related sensitive records;
- Supervisors are not allowed to assign tasks to SAGAs for private needs, such as nanny duties, fetching children, and buying meals, snacks, or groceries.

## STUDENT LOANS AND CLAIMS PROGRAM

### TUITION LOAN / STUDENT LOAN BOARD (SLB) PROGRAM

The Tuition Loan / Student Loan Board (SLB) Program allows students to defer registration payment up to 80% of the total assessed fees during the enrollment period. This is payable within the semester with an interest rate of 6% per annum.

One hundred percent (100%) loan may be granted provided a request to avail of 100% Tuition Loan /SLB is approved by the Chancellor. This request form should be accomplished first before applying for the Tuition Loan / SLB application.

### QUALIFICATIONS

- The Tuition Loan / SLB Program is open to all qualified undergraduate and graduate students except to those students taking-up non-degree programs.
- Students with outstanding loans will not be allowed to avail of any further Tuition Loan / SLB unless there is a promissory note approved by the Chancellor. Promissory notes should be processed first before applying for Tuition Loan / SLB.

## REQUIREMENTS

- Updated personal information (home address and contact number) in SAIS. (Navigation: Main Menu - Self Service- Student Center)
  - Scanned copy of your co-debtor's valid I.D. (Valid IDs include Driver's License, SSS ID, GSIS ID, PhilHealth ID, current company/office ID, Postal ID, BIR TIN ID, Barangay ID, Voter's ID, or Passport)
- Note: Qualified co-debtors are parents and immediate relatives by consanguinity which include grandparents, uncles and aunts from both sides, and brothers and sisters who are of legal age. Your co-debtor's middle or last name should reflect your relationship with each other. Please provide your birth certificate or other supporting documents as proof of your relationship.*
- E-signature of your co-debtor. This should match the signature in the attached valid ID.

*The picture and signature in the valid ID must be clear and readable.*

To apply, accomplish the Google Form found in this link:  
[TUITION LOAN/SLB PROGRAM APPLICATION FORM](#)

## REQUEST TO AVAIL OF 100% TUITION LOAN / SLB

The approved application will grant you to avail the 100% tuition loan / SLB excluding the change matriculation fee/s amounting to 10.00 per transaction and the student fund amounting to 45.50. This will be attached to your SLB application after approval.

This request should be accomplished before the registration period. Processing of applications usually starts a month prior to the start of the registration period.

## QUALIFICATIONS

Applicants must have no outstanding balance from the Tuition Loan / Student Loan Board (SLB) Program and must not be currently a beneficiary of the Cash Loan Assistance Program (CLAP) except for the CHED-SAFE loan.

## REQUIREMENTS

- Formal letter addressed to the Chancellor. The letter must have the following information: ① Reason(s) for the 100% SLB request and of the delayed payment; and ② Specific settlement date of loan (the settlement date must be within or at the end of the coming semester)
- Clear E-signature of your guardian (we may request another e-signature copy if the attached file is blurry)

To apply, accomplish the Google Form found in this link:

[REQUEST TO AVAIL 100% TUITION LOAN APPLICATION FORM](#)

## TUITION LOAN / SLB PROMISSORY NOTE APPLICATION

The Tuition Loan / SLB Promissory Note application is designed for students with existing loan balance/s from previous semester/s under the Tuition Loan / Student Loan Board (SLB) program.

The approved application will allow you to register for the upcoming online enrollment even with outstanding loan/s and will extend your payment deadline until the end of the coming semester. Also, you will be eligible to apply for another Tuition Loan / SLB.

## REQUIREMENTS

- Formal letter addressed to the Chancellor. The letter must have the following information: ① Reason(s) for the delayed payment; and ② Specific settlement date of loan (the settlement date must be within or at the end of the coming semester) *Indicate if your promissory note is for general clearance or for your registration for the coming semester.*
- Clear E-signature of your guardian (we may request another e-signature copy if the attached file is blurry)

To apply, accomplish the Google Form found in this link:

[PROMISSORY NOTE APPLICATION FORM](#)

## HOW TO SETTLE YOUR TUITION LOAN/SLB:

Easy Payment Procedures to Settle your Tuition Loan / SLB Program

1

Request for a statement of accounts (SOA) through this [link](#).

2

Pay through online banking or over the counter. Kindly follow the step by step payment guidelines in your SOA form.

3

Submit your confirmation slip for verification and posting to your SAIS account to this [link](#).

## CASH LOAN ASSISTANCE PROGRAM (CLAP)

The Cash Loan Assistance Program (CLAP) is categorized into the following:

1. The long-term CLAP, or CHED SAFE Loan, is an interest-free loan payable two (2) to five (5) years after graduation of the student. The loan program aims to provide assistance of Php 8,000.00 to financially needy 3rd, 4th, 5th - year or graduating college students with General Weighted Average (GWA) of 3.0 or better. To qualify, the applicant must be officially enrolled student in the CHED identified priority courses such as:

BS Agriculture  
BS Food Technology  
BS Applied Mathematics  
BS Applied Physics  
BS Biology  
BS Chemistry  
BS Computer Science  
BS Mathematics  
BS Math and Science Technology  
BS Statistics  
BS Industrial Engineering  
BS Agricultural Biosystem Engineering

BS Civil Engineering  
BS Chemical Engineering  
BS Electrical Engineering  
BS Agri-Business Management  
BS Agricultural Economics  
BS Forestry  
BS Nutrition  
Doctor of Veterinary Medicine  
BS Agricultural Chemistry

To apply, accomplish the Google Form found in this [link](#).

2. The short-term CLAP, a loan of up to a maximum of Php 5,000.00, depending on the course and academic standing of the student. An applicant for the short-term Cash Loan Assistance Program must be officially enrolled and must have a good academic standing or at least a warning status during the preceding semester. The loan must be paid within the current semester, with interest rates that range from four (4) to eight (8) percent per annum. At present, there are 14 short-term CLAP implemented by the OSG which include the following:

1. PCIB-UPLB Student Financial Assistance Program (PCIB-UPLB SFAP)
2. Pacita F. Yaptenco Student Financial Assistance Fund (PFY SFAF)
3. PNB-UPLB Educational Assistance Fund (PNB-UPLB EAF)
4. Dr. Fernando C. Ordoveza Veterinary Student Loan Grant (FCO VSLG)
5. Senator Jose D. Lina Educational Assistance Fund (SJDLEAF)
6. Dr. Gaudencio R. Lapuz, DVM'55 Veterinary Student Loan Grant (GRL VSLG)
7. Senator Francisco S. Tatad Educational Assistance Program (SFST EAP)
8. Zeta Beta Rho Mussaenda Student Financial Assistance Program (ZBR-M SFAP)
9. Dr. Teresita Marquez Hernandez-Sollano, DVM'79 Veterinary Student Loan Grant (TMSH VSLG)
10. Allen Torrenueva Student Financial Assistance Program (AT SFAP)
11. Dr. Edelwina C. Legaspi Student Financial Assistance Program (ECL SFAP)
12. UPAA Sacramento and Vicinity Student Loan Fund (UPAASV SLF)
13. UPLBAAA Loreto E. Oliva and Josefina Malang-Hsiao Student Emergency Loan Fund (UPLBAAA LEO-JMH SELF)
14. The UPLB Alumni Group in America Lifetime Members Student Emergency Loan Fund (UPLBAGA LIME SELF)

To apply, accomplish the Google Gorm found in this [link](#).



## HOW TO SETTLE YOUR CASH LOAN BALANCE

Easy Payment Procedures to Settle your Cash Loan Assistance program (CLAP)

- 1 Request for a statement of accounts through this [link](#)
  - a. Pay through online banking or over the counter. Kindly follow the step by step payment guidelines in your SOA form.
  - b. Submit your confirmation slip for verification and recording of your payment to this [link](#).
- 2 Update your CHED SAFE PROFILE

Your CHED SAFE loan is payable on or before, or within 2 to 5 years after graduation. However, you are required to update your profile through this [link](#) before the start of each registration period to prevent your account from being put on hold in SAIS.

## UP STUDENT INSURANCE POLICY

The policy is intended to cover a portion of the accident costs, hospitalization, medical cares, among others, especially in cases when students participate in academic and similar experiential learning activities outside classrooms. The insurance coverage is for the enrolled undergraduate students who are eligible for the grant of Higher Education Subsidy (Free Tuition).

- Who is covered? The UP Student Insurance Claims covers undergraduate students who are qualified for the Higher Education Subsidy (Free Tuition) and are officially enrolled.
- What accidents are covered? All types of accidents are covered by this insurance (e.g. vehicular, non-vehicular, animal bites, among others).
- How do I file for an insurance claim?

- 1 File an Insurance Claim by filling out this [Google Form](#).

- 2 Download the checklist of the documents with the submission instruction through this [link](#).

- 3 Submit the application and the documentary requirements at the Office of Scholarships and Grants by following the enumerated guidelines in Step 1 and Step 2.

### For inquiries:

Mailing Address: Room 6, 2/F Student Union Building, UPLB, College, Laguna  
Email Address: [studentloan\\_osg.uplb@up.edu.ph](mailto:studentloan_osg.uplb@up.edu.ph)  
Contact Numbers: (049) 536-3209; 0999-227-2805  
Website: [uplbosa.org](http://uplbosa.org)

## PRIVATE AND GOVERNMENT SCHOLARSHIPS

OSG administers and implements various government and private scholarships. These programs are unique because the benefits will not incur obligations to recipients other than to be regularly enrolled for standard semestral units and maintain a satisfactory academic progress fulfilling their responsibilities as students.

## ONLINE APPLICATION PROCESS

- 1 Visit <https://ovcsa.uplb.edu.ph/scholarship> or [facebook.com/uplbosg](https://facebook.com/uplbosg) for available scholarship offerings and their requirements;
- 2 Apply to SLAS online at [slasonline.up.edu.ph](http://slasonline.up.edu.ph) (if there is no available application period, continue to next step);

3

Completely fill out the Google Form in the link given at the website/FB Page;

4

Wait for an email on the result of the application.

### **UPLB CARES: Connectivity Assistance for Remote Students**

UPLB CARES. The UPLB Connectivity Assistance for Remote Students a.k.a. “UPLB CARES” program is the response of UPLB to the UP System’s call to have a CU based Kaagapay program. Various learning assistance packages such as gadget grants and internet subsidy will be given to students depending on their needs. It aims to rally everyone, alumni, partners, stakeholders, friends, the community, to pour their support to our students, regardless of how big or small their assistance is. Every support counts.

Since not all students would be captured by the existing financial assistance programs of the university, this pilot program, UPLB CARES aims to further support students in their financial woes during these challenging times. It is our goal that through this program, no student will truly be left behind financially. The outcome results from the implementation of this program would be used in crafting future programs, initiatives and policies that will be adaptive, agile, responsive and flexible to the “new normal”.

The general goal of this program is to provide learning support systems and assistance to UPLB students during this transition to remote, flexible mode of learning.

For more information about UPLB CARES, check the OVCSA’s official website at <https://ovcsa.uplb.edu.ph/>. You may check the tab under financial assistance.



## **UPLB OFFICE OF STUDENT HOUSING**

### **Director’s Office**



[osh.uplb@up.edu.ph](mailto:osh.uplb@up.edu.ph)



[fb.com/osh.ovcsa](https://fb.com/osh.ovcsa)

The Office of Student Housing takes lead in providing UPLB students access to safe and affordable accommodation.

## Other Important Contact Details

### **Women's Residence Hall**

#### **Dorm Head**

Ms. Honey Faith R. Evangelista

#### **Dorm Assistant**

Mr. Crispin G. Gopela

✉ womens\_osh.uplb@up.edu.ph

fb.com/womensresidencehall

fb.com/New-Dormitory-Residence-Hall-115208756692975

### **Men's Residence Hall**

#### **Dorm Head**

Ms. Genevieve C. Fojas

#### **Dorm Assistant**

Mr. Rodolfo M. Galang

✉ mens\_osh.uplb@up.edu.ph

### **Forestry Residence Hall**

#### **Dorm Head**

Ms. Cory M. Mariano

#### **Dorm Assistant**

Mr. Florentino M. Pasco

✉ foreha\_osh.uplb@up.edu.ph

### **New Forestry Residence Hall**

#### **Dorm Head**

Mr. Jesus V. Aquino

✉ newforeha\_osh.uplb@up.edu.ph

fb.com/New-Forestry-Residence-Hall-110551037436939

### **Veterinary Medicine Residence Hall**

#### **Dorm Head**

Mr. Raphael D. Talag

#### **Dorm Assistant**

Ms. Sofia T. Moldez

✉ vetmed\_osh.uplb@up.edu.ph

fb.com/vmrhuplb/

### **Makiling Residence Hall**

#### **Dorm Head**

Mr. Robin C. Botones

#### **Dorm Assistant**

Mr. Reynaldo F. Palisoc

✉ mareha\_osh.uplb@up.edu.ph

fb.com/Makiling-Residence-Hall-51445389998

### **International House Residence Hall**

#### **Dorm Head**

Ms. Genevieve C. Fojas

✉ ih\_osh.uplb@up.edu.ph

fb.com/pages/International%20House,%20UPLB/125457690884087/

### **New Dormitory Residence Hall**

#### **Dorm Head**

Ms. Ruejelle T. Cabral

#### **Dorm Assistant**

Mr. Manolito M. Jolo

✉ newdorm\_osh.uplb@up.edu.ph

## Programs and Services

### **IN-CAMPUS STUDENT HOUSING**

The Office of Student Housing manages nine student dormitories inside the UPLB Campus:

- International House Residence Hall (IHRH)
- Women's Residence Hall (WRH)
- Men's Residence Hall (MRH)
- Veterinary Medicine Residence Hall (VMRH)
- New Dormitory Residence Hall (NDRH)
- ATI-NTC Residence Hall (ATI-NTC RH)
- Makiling Residence Hall (MAREHA)
- Forestry Residence Hall (FOREHA)
- New Forestry Residence Hall (New FOREHA)

OSH dormitories aim to provide safe, comfortable, and affordable communal living spaces to any bonafide UPLB student, whether graduate or undergraduate, who is enrolled, has no outstanding dormitory balance, and has no record of gross violations during their previous stay in any of the residence halls. Dorm rates range from Php600 to Php3,000.00, exclusive of additional appliance fees. See Table in the next page.

OSH dormitories also offer transient accommodation if there are vacant rooms available. Those who wish to avail this service may request to the dormitory head or OSH Director's Office in advance. Transient rate is at PhP 150 per day per person.

However, due to the COVID-19 pandemic and the current restrictions, the dormitories remain closed for reservation and new occupants until further notice. Please wait for announcements in OSH FB page (fb.com/uplbosh) for updates regarding campus reopening subject to CHED-IATF approval.

Residence Hall	Dorm Rate per occupant** (PhP)
IH Residence Hall	600
Women's Residence Hall	600
Men's Residence Hall	600
VetMed Residence Hall	600
New Dorm Residence Hall	650
ATI-NTC Residence Hall	650 (4-8 in a room)
	2,200 (small studio-type room with en-suite toilet)
	2,500 (medium-size studio-type room with en-suite toilet)
	3,000 (large-size studio-type room with en-suite toilet)
Forestry Residence Hall	600
Makiling Residence Hall	600
New Forestry Residence Hall	600

### CLAIMING OF REMAINING BELONGINGS IN DORMITORIES

With the sudden nationwide lockdown in 2020, many of the previous residents have left behind their belongings in the dormitories, thinking they would be able to come back in the next month. More than a year since the first enhanced community quarantine was enforced, former residents may now claim their belongings following the procedure below:

1

Pay Storage Fee

Pay Php 200.00 to OSH LAND BANK account using the following account details:

#### Land Bank of the Philippines

**Account Number:** 1891116760

**Account Name:** UPLB Trust Project Fund Housing Office

Former residents may pay through LANDBANK bank transfer, epayment portal, or over-the-counter transaction.

2

Email your Dorm Head to Send Receipt, Set Date of Pick-Up, and Submit Accomplished Forms for UPLB Visitors

Once payment has been made, please email a copy of receipt to your dorm head or to OSH, and then schedule your date of pick-up with your dorm head. Due to COVID-19, dorms can accommodate only a limited number of visitors at a time. Please schedule your visit at least three days before. Dorms strictly follow a NO WALK-IN policy.

Before your dorm head approves of your visit to the campus, you must first accomplish and submit via email the following forms at least three days before your arrival. The forms can be requested from your dorm head or OSH.

Health & Travel Declaration Form

Visitor's Commitment to the Health Protocols of UPLB

3

Arrive at UPLB

Arrive at the date and time confirmed with your dorm head. Make sure that you are feeling well and that you have not been exposed to COVID-19 in the past few days. Do not forget to bring your ID. Once inside the campus, all visitors are expected to follow all safety and health protocols, including temperature check at the entrance, proper wearing of face mask and face shield, maintaining physical distancing, among others. Please be guided by the OC Memo No. 197

s. 2020 and OSH Memo No. 3 s. 2021. All visitors are strongly reminded to avoid roaming around the campus premises and unauthorized access of other University facilities.

4

Sign Claiming Slip

Claim your belongings at the dorm entrance and sign the claiming slip using your own pen. Visitors are not allowed to enter dormitory premises, unless instructed by the dormitory head, or to wait around after claiming their belongings.

Important Note: Claiming of belongings is automatically suspended whenever the province of Laguna is classified under ECQ or MECQ. Previous residents may claim their belongings again once the community quarantine restrictions are lifted to GCQ or MGCQ status.

**PAYMENT OF OUTSTANDING DORM BALANCE**

Outstanding dorm balance can be settled through the OSH LANDBANK account, either through Linkbiz portal, over-the-counter, or online bank transfer. Please use the official OSH LANDBANK account details:

**Land Bank of the Philippines**

**Account Number:** 1891116760

**Account Name:** UPLB Trust Project Fund Housing Office

You may directly email your dorm head to confirm your outstanding balance. Once payment is made, please send your proof of payment to OSH email and to your dorm head's email.

**REFUND OF EXCESS DORM FEE**

Previous residents who still have excess dorm fees may either use their excess payment in their next term of stay in any of the OSH-managed dormitories or request for a refund.

Should previous residents prefer to use their excess payment for their next stay in OSH dormitories, they should present their receipt/s as proof of previous payment when they receive their new billing. The amount of their excess payment shall then be deducted from their dorm fee. However, reservations and new accommodation to student dormitories in the campus remain closed until further notice due to COVID-19 restrictions.

On the other hand, should they prefer to refund their excess payment, they must submit the following documents to their dorm head for checking and recommending approval:

1. Request letter for refund addressed to the OSH Director, stating the following:

- Reason for refund
- Dorm previously stayed in
- Name and signature of previous resident
- Contact details (phone number and email address)
- Previous resident's own LANDBANK account number

2. Original deposit slip, or a copy of it with LANDBANK stamp certifying it as true copy (if payment was made over-the-counter) OR a copy of the receipt (if payment was done online).

The flowchart below summarizes the refund process for excess dorm fees.





### Frequently Asked Questions on Processing Dorm Fee Refund:

**Q:** Can I send all the requirements online through email?

**A:** You may send all the requirements online through email if your receipt came from online payment. However, if you paid through an over-the-counter transaction, the actual deposit slip or a copy of it with an original Landbank's stamp certifying as true copy must be submitted to the office.

Please note that requesting for refund has no deadline; you may refund anytime as long as you have kept your receipt/s.

**Q:** How do I process for a refund if I don't have my own Landbank account?

**A:** You may choose to:

1. Create your own Landbank account; or
2. Request for check as mode of payment:
  - To process this request, you must submit a request letter addressed to the Vice Chancellor for Administration thru the UPLB Cashier's Office stating your request for check as the mode of payment for your refund.
  - Please note that the check must be claimed at the UPLB Cashier's Office within 6 months upon issuance; otherwise, the check will expire.

# RECOMMIT

## UPLB RESEARCH, COMMUNICATION, AND INFORMATION TECHNOLOGY



recommit.  
uplb@up.edu.ph



(049) 536-2238



ovcsa.uplb.edu.ph



fb.com/uplbovcsa



@uplbovcsa

### Research

RECOMMIT assists all other offices of OVCSA in their research endeavors. It uses focus group discussions, interviews, and surveys to solicit student feedback about OVCSA's

services and programs. This allows RECOMMIT to recommend enhancements to existing policies, programs and services of OVCSA based on well-studied research.

## Communication

RECOMMIT is responsible for all the communication functions of OVCSA which includes, but not limited to, the following: (1) writing of articles for the OVCSA website and its official newsletter; (2) consolidation of data and write-ups for the OVCSA bulletin; (3) editing of communication materials such as letters and memoranda; (4) creation and/or editing of publicity materials; (5) management of the OVCSA website content and social media pages.

## Information Technology

RECOMMIT develops and manages OVCSA's information and communication technology (ICT) resources and the OSAM Management System. It also assists UPLB students' availing of OVCSA services through the OVCSA Helpdesk. Through RECOMMIT's ICT resources, UPLB students registered in the OSAM Management System regularly receive email and text messages regarding OVCSA services.

## Functions

- designs, develops, and maintains OVCSA systems that are unique to UPLB and are not covered by e-UP; and official communication channels of OVCSA to students and staff;
- adjusts existing systems for proper communication and coordination of e-UP and OSAM System; • sustains and upgrades systems and procedures of OVCSA to ensure updated systems that match industry standards;
- progressively formulates policies, strategies, plans, and procedures for the efficient functioning of the OSAM System; • provides technical assistance to all UPLB students, faculty, and staff members regarding OSAM System; and
- setups, maintains, updates, and upgrades ICT resources of OVCSA; • conducts IT training to students and staff as needed
- effectively disseminates information through ICT resources

## Programs and Services

### Centralized Helpdesk

Students no longer have to visit the office to inquire about OVCSA programs and services. The centralized helpdesk allows students to send their inquiries through SMS, Facebook chat, and email, which OSA staff members can access, making the inquiry process more convenient for students and the documentation of questions easier for staff members.

### Automated Organization Registration

Student organizations no longer submit a 30-page recognition form because of the organization registration system. Their application forms are uploaded instead to the OVCSA Management System, which has significantly reduced paper usage. The system also checks the forms automatically, reducing the manpower needed.

Details of the Organization Registration are under the programs and services of OSA. See page 22.

### Automated Loan Processing

Students can easily accomplish their loan application forms using the OSAM

System, which facilitates computing and encoding of data in the application form. This has significantly reduced errors and has eliminated the need for data encoders.

Details of the Student Loan Board (SLB) program and implementation are under the programs and services of OSG. See page 27.

### Automated Student Assistantship (SA) Salary Processing

RECOMMIT assists the Student Assistantship Program of the Office of Scholarships and Grants (OSG) in developing and maintaining an online, automated and efficient SA Salary processing system.

Details of the SA program and implementation are under the programs and services of OSG. See page 26.

### SMS Broadcast Services

RECOMMIT also facilitates information dissemination related to OVCSA services via SMS to concerned students.

# SDT

## UPLB STUDENT DISCIPLINARY TRIBUNAL



The Student Disciplinary Tribunal, Room 14, 2/F, Student Union Bldg., UPLB, College 4031 Laguna Philippines



+63 (049) 536-7255  
0999 221 1486



sdt.uplb@up.edu.ph

The Student Disciplinary Tribunal (SDT) is the quasi-judicial unit which hears and decides on all cases involving student discipline.

## Programs and Services

The Student Disciplinary Tribunal (SDT) is the quasi-judicial unit which hears and decides on all cases involving student discipline, except the following cases which shall fall under the jurisdiction of the appropriate College or Unit: (a) Violation of College or Unit rules and regulations by students of the college, or (b) Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity; Provided, that, regional units of the University shall have original jurisdiction over all cases involving students of such units (The University Rules and Regulations on Student Conduct and Discipline)

These guidelines on student disciplinary cases, in consonance with the UP Covid 19 Crisis Action Plan on Student Discipline, in general, are issued to resolve cases without face-to-face encounters and do not cover the cases being handled by the different Colleges, i.e. violation of college or unit rules and regulations by students of the college; misconduct committed by the students of the college or unit within its classrooms or premises or in the course of an official

activity; all cases involving cheating or dishonesty, which may adopt their own set of rules guided by, and in accordance with, the 2012 Code of Student Conduct of UP Diliman, which is also followed in UPLB and other Constituent Universities, and the University Rules and Regulations on Student Conduct and Discipline.

In the pursuit of peace and harmony among fraternities, sororities and other student organizations, and mutual respect, aid and affection among students in the University, the SDT, in coordination with the Office of Counselling and Guidance (OCG), and the Office of Student Activities (OSA), and ensuring at all instances, that Republic Act No. 10173 (Data Privacy Act of 2012), the University Regulations on Data Privacy and cognate laws shall be followed, shall employ all available modes of Alternative Dispute Resolution (ADR) in the beginning of the process to enable both parties to find common ground, to guarantee both parties redress of grievances and to ensure that their rights are upheld and that justice is served.

## 1. Procedure for new cases and continuing cases

**a.** Charges, complaints, answers will be filed online through the email **sdt.uplb@up.edu.ph**.

Persons complaining (complainant) will be instructed to submit their verified and notarized complaint and attachments.

Persons complained of (respondent) will be notified and asked to answer through the email address registered with the Office of the University Registrar (OUR).

The Student Disciplinary Tribunal (SDT), through the Recording Secretary, courses all correspondences, Orders to both parties, i.e. persons complaining (complainant) and persons complained of (respondent), by email to their respective mother Colleges through the Office of the College Secretary.

**b.** The Charges, complaints, answers with the appurtenant verified, notarized papers of both parties shall be submitted to a preliminary hearing officer, who is a member of the division for Ordinary Misconduct Cases or the division for Fraternity, Sorority, and Other Student Organizations related Cases, as the case may be,

who shall within fifteen (15) days after determination of jurisdiction resolve the case by employing Alternative Dispute Resolution (ADR) methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, shall be final and immediately executory.

**c.** In cases where ADR failed, a preliminary investigation on the complaint will then be conducted by the assigned preliminary hearing officer, who is a member of the division for Ordinary Misconduct Cases or the division for Fraternity, Sorority, and Other Student Organizations related Cases, as the case may be, using all submitted appurtenant verified and notarized papers of both parties to determine whether there is probable cause to proceed with the complaint or to dismiss it for lack thereof.

**d.** If the preliminary hearing officer finds probable cause he/she writes a preliminary report which is submitted to the SDT Chairperson who drafts a Formal Charge which is sent to, reviewed by, and signed by the Vice-Chancellor for Student Affairs. Thereafter, hard or soft copies are sent

to the respondent, to his/her parents; to his/her mother College, to the Office of the University Registrar, and to the University Police Force (UPF), ordering him/her to submit her reply counter affidavit as well as that of her witnesses from receipt of said Formal Charge.

**e.** In consonance with the UP Covid 19 Crisis Action Plan on Student Discipline, the SDT issues Orders instructing both parties to file their position papers to prove their case or to defend their positions. The position paper must contain all the evidence, including affidavits of their witnesses, documentary, and other evidence that the parties intend to present.

All correspondences, Orders to both parties are also coursed through their respective mother Colleges through the Office of the College Secretary.

**f.** The position papers must be submitted online within fifteen (15) days from receipt of the Order of the SDT, and thereafter the case will be submitted for resolution. Provided, further, that failure to submit a position paper within the period required shall be deemed a waiver of the right to submit the same. In case of the failure of one party, or both parties, to file his, her, their position paper/s, on time,

the case shall be resolved on the basis of the available records and evidence presented by both parties at the onset of the process.

Upon submission of position paper/s to the SDT, the Recording Secretary transmits them either to the division for Ordinary Misconduct Cases or the division for Fraternity, Sorority, and Other Student Organizations related Cases.

**g.** The SDT Chairperson, the University Consultant, and the members of the division for Ordinary Misconduct Cases or the division for Fraternity, Sorority, and Other Student Organizations related Cases, as the case may be, deliberate and decide on the case. Should the members decide on conducting clarificatory questions, they may proceed by sending Orders including such questions and instructing the parties to put into writing their answers. Whether the decision is for dismissal of the case or for penalties/disciplinary measures to be given, copies of the decision are sent by e-mail or hard copies to the respondent, his/her parents; his/her mother College, the OUR, the UPF. The monitoring, implementation of

penalties/disciplinary measures are under the jurisdiction of the Office of the College Secretary

**h.** The respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

## **2. On clearances, certification of good moral character, application for waiver of prerequisite**

**a.** In response to the challenges in Covid times, UPLB in coordination with OVCSA and the different Offices of the College Secretary developed an online system for the processing of the integrated university clearance for students. The requests for clearance, certification of good moral character, and application for waiver of prerequisite are sent by e-mail to the **osado.uplb@up.edu.ph** and the **ovcsa.uplb@up.edu.ph**. Upon receipt, the OVCSA Main Office, sends to the SDT, the students' OVCSA Clearance Form and Certification of Good Moral Character and Application for Waiver of Prerequisite. If students have no records in the SDT file, their Clearance Form will be initialed immediately at the SDT and transmitted back to the Office of the Vice Chancellor for Student Affairs. The same is true with the Certification of Good Moral Character, Application for Waiver of Prerequisite.

To those who have been meted out penalties/disciplinary measures, a Certification with the original signature of their respective College Secretaries must, at all times, be furnished the SDT, stating when they have served and that they have already served their penalties/disciplinary measures before their clearances are initialed at the SDT. There is an extant list of students who have been penalized which indicates "no issuance of good moral certificate".

**b.** Students with pending cases before the Office of the President, or of the Board of Regents must secure a certification to enroll from the Office of the Vice President for Legal Affairs through the email **ovpla@up.edu.ph** and submit them to their mother College through the Office of the College Secretary.

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