



UNIVERSITY OF THE PHILIPPINES COLLEGE OF ENGINEERING

**OFFICE OF THE COLLEGE
SECRETARY**

ONLINE PROCESSING OF DOCUMENTS



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APPLICATION FOR GRADUATION 1ST SEM, AY 2020-2021

1

1. Download and fill-up (2) Graduation Application forms
 - A. College
 - B. OUR
2. Answer this form and upload the forms. Upload other documents (if applicable, see list below)
3. Student will receive an automatic confirmation email of the request
4. Admin will evaluate your record throughout the semester.
5. The Admin will send your deficiencies to your email during the semester. Please indicate an active email address and contact numbers.
6. Check your grades if all posted in the CRS otherwise follow-up grades with the faculty/department concerned.
7. Clear your deficiencies with the College SREs and with Ms. Fritzie Mondragon of the Records Section (Office of the University Registrar).

Dates to Remember:

- Start of submission – September 4, 2020 (Friday)
- Last day of submission – September 25, 2020 (Friday)
- University Council Meeting – February 2, 2021 (Tuesday)
- Last day for graduating students to clear their deficiencies – November 20, 2020 (Fri)
- Date of Graduation – January 11, 2021 (Monday)

Submit the following Documents (if applicable)

1. Math 11 and 14 APE Certificate of Completion (if not reflected at CRS).
2. Substitution paper/s (shiftees/transferees within UP System).
3. Validation paper/Advance credit (transferees other schools/2nd Degree students).
4. Certificate of Mine and Mill Practice/Met Plant Practice for **MMME candidates**
5. Appeal letter for CSAPG matters.

Ex. of CSAPG cases: Letter should be addressed to Dr. Ma. Theresa T. Payongayong, Vice-Chancellor for Academic Affairs/Chairman of the CSAPG and separately endorsed by Adviser and Department Chair/Institute Director

 - Underloading (previous semester) for graduating with honors due to:
 - a. Health Reason
 - b. Unavailability of Courses
 - c. Employment
 - 2-year residency
 - NSTP cases (taken in different colleges; in reverse order)
 - Did not satisfy GE courses (AH, SSP, MST requirement)
 - Will not satisfy total units requirement
 - Philippine Studies requirement
 - Any other cases



LATE APPLICATION FOR GRADUATION

1ST SEM, AY 2020-2021

2

1. Write an appeal letter for late filing of graduation addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman.
2. Send the soft copy of your appeal letter with your e-signature to your department/institute for the department chair/director's endorsement.
3. Download and fill-up (2) Graduation Application forms
 - A. College
 - B. OUR
4. Answer this form and upload the forms and the appeal letter. Upload other documents (if applicable, see list in previous page)
5. Student will receive an automatic confirmation email of the request
6. The Admin will send you back your appeal duly endorsed by the College Secretary
7. Send your appeal to our.diliman@up.edu.ph for the University Registrar's approval.
8. OUR will notify you on the status of your appeal.
9. Once approved, inform Engineering Admin
10. Admin will provide payment details
11. Admin will evaluate your record throughout the semester.
12. The Admin will send your deficiencies to your email during the semester. Please indicate an active email address and contact numbers.
13. Check your grades if all posted in the CRS otherwise follow-up grades with the faculty/department concerned.
14. Clear your deficiencies with the College SREs and with Ms. Fritzie Mondragon of the Records Section (Office of the University Registrar).



APPEAL FOR READMISSION

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For students with academic delinquencies who did not apply for readmission and were not readmitted last 2nd semester, AY 2019-2020:

1. Access these forms:
 - For BS CE, BS ChE, BS CS students: bit.ly/CoERead1
 - For BS GE, BS IE, BS ME, BS MatE students: bit.ly/CoERead2
 - For BS EE, BS ECE, BS CoE, BS MetE, BS EM students: bit.ly/CoERead3
 - For Non-major status students: bit.ly/CoERead4
2. Prepare the following documents:
 - Letter of appeal addressed to Prof. Ferdinand G. Manegdeg, Dean UP College of Engineering.
 - Scanned/soft copy of the True copy of grades (TCG) or CRS print-out
 - Other necessary document/s to support reason, e.g. medical certificate, certificate of employment, et.al

Additional requirements for DMMME students:

 - Letter of Consent from parent/guardian
 - Two recommendation letters from former teachers/Instructors
3. Review the information and the uploaded requirements before you submit.
4. The SRE will evaluate your appeal and other supporting documents.
5. The SRE will send your readmission and required documents to the department for approval.
6. The Department will send us back your readmission with recommendation from your Adviser and Department Chair.



APPEAL FOR READMISSION

3

7. The admin will notify you on the status of your readmission (take note that the release of results depends upon the volume of readmission appeals that the department has to process).
8. Once readmitted, send notification or message the Office of Counseling and Guidance thru their FB page for your OCG evaluation.
9. Inform the OCG office to send your OCG evaluation results to enggadmin@coe.upd.edu.ph with subject [READ-OCG] - [LAST NAME, FIRST NAME]
10. Once we receive your evaluation results from OCG, admin will send you a copy of your readmission form (take note that if ever the conditions stated in the contract are unattainable, you may ask the department to revise your contract then send us a copy of revision).

LATE FILING OF APPEAL FOR READMISSION

4

1. Make an appeal letter for late filing of readmission addressed to Prof. Ferdinand G. Manegdeg, Dean, UP College of Engineering.
2. Send the appeal letter to the department chair/director for his/her endorsement.
3. Answer this [form](#) and upload the soft copy of the appeal letter with the department endorsement
4. Student will receive an automatic confirmation email of your request.



LATE FILING OF APPEAL FOR READMISSION (CONTINUED)

4

5. Wait for the email of Engineering Admin for approval of your late filing of appeal for readmission.
6. Once approved, send your application here:
 - For BS CE, BS ChE, BS CS students:
bit.ly/CoERead1
 - For BS GE, BS IE, BS ME, BS MatE students:
bit.ly/CoERead2
 - For BS EE, BS ECE, BS CoE, BS MetE, BS EM students: bit.ly/CoERead3
 - For Non-major status students: bit.ly/CoERead4
7. Follow the instructions listed in the links above

PERMIT FOR EXAMINATION (REMOVAL/COMPLETION)

5

1. Answer this [form](#) and provide the removal/completion details
2. Student will receive an automatic confirmation email with attached permit for examination form
3. Send the permit for examination to your teacher for his/her signature.
4. Once signed, send us back the removal/completion form by replying on the same email confirmation thread
5. The admin will send you back the copy of your permit duly signed by the College Secretary with the payment details and OUR payment slip (only for those removal/completion done outside the removal/completion period set)
6. Once paid, scanned the Official Receipt (OR) or any proof of payment including the filled out payment slip and send to our.diliman@up.edu.ph
7. Send a copy of permit to your teacher.



EXCUSE SLIP

6

1. Answer this **form** and provide your personal and excuse slip details.
2. Upload any supporting documents like medical certificate if health reason or a soft copy of letter addressed to Dr. Eligia D. Clemente, College Secretary.
3. Student will receive an automatic confirmation email of the request.
4. Wait for the email of Engineering Admin for the duly endorsed excuse slip by the College Secretary.
5. Send the endorsed excuse slip to your teacher.

SUBSTITUTION

For students coming from Eng'g, other Colleges within Diliman and other UP units

7

1. Download and fill-in this **substitution form**
2. Send the substitution form to your adviser for his/her recommendation.
3. Send the substitution form to the department chair of the subject required for his/her recommendation.
4. Send the substitution form to the department chair of the subject taken for his/her recommendation.
5. Answer this **form** and upload the substitution form duly signed by you, your adviser, and department/ chair/institute director of the subject required, and subject taken.
6. Student will receive an automatic confirmation email of the request.
7. The admin will notify you on the status of your substitution.
8. Request on the email thread if you need a copy of the substitution form.



VALIDATION

For students coming from other schools
including 2nd Degree students

8

1. Download and fill-in this [validation permit form](#)
2. Send the validation permit to the department together with scanned copy of the Official Transcript of Records for the Department Chair/Institute Director's e-signature.
3. Answer this [form](#) and upload the validation permit duly signed by your department chair/institute director.
4. Student will receive an automatic confirmation email of the request.
5. Wait for the email of Engineering Admin for the duly endorsed validation permit by the College Secretary.
6. Send the validation permit to the department (engg/other colleges) for their approval.
7. Once approved, send us back the validation permit through the same confirmation email thread for the Dean's approval.
8. The admin will notify you on the status of your validation.
9. Request on the email thread if you need a copy of the validation permit



ADVANCE CREDIT WITHOUT VALIDATION

For students with 66 units or more than 66
units taken in other school

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1. Download and fill-in this **Advance Credit Without Validation form**
2. Answer this **form** and upload a copy of Official Transcript of Records and copy of syllabus.
3. Student will receive an automatic confirmation email of your request.
4. The Student Records Evaluator of the College will evaluate your records and will send you back a copy of the form.
5. Send a copy of your advance credit form to your Program Adviser for his/her recommendation.
6. Send us back the advance credit form by replying to the same confirmation email thread for the College Secretary's recommendation.
7. The admin will notify you on the status of your advance credit form and will send you back the advance credit duly endorsed by the College Secretary.
8. Send the advance credit form to the department (engg/other colleges) of the courses for their approval.
9. Once approved, send us back the advance credit form by replying to the same email for the Dean's approval.
10. The admin will notify you on the status of your advance credit application.
11. Request on the email thread if you need a copy of the advance credit permit.



PERMIT TO OVERLOAD

10

1. Answer this [form](#)
2. Student will receive an automatic confirmation email of your request with attached automatically filled Permit to Overload form.
3. Send the Permit to Overload form to the Department/Institute for the Adviser and Department Chair/Institute Director's recommendation.
4. Once approved, send us back the Permit to Overload form through the same confirmation email thread for College Secretary's recommendation.
5. The admin will notify you on the status of your request for Permit to Overload
6. Admin will send you a copy of your Permit to Overload.

WAIVER OF PREREQUISITES

11

1. Answer this [form](#)
2. Student will receive an automatic confirmation email of the request with attached automatically filled Waiver of Prerequisites form.
3. Send the waiver of prerequisites to the teacher of the prerequisites subject for his/her e-signature..
4. Send waiver to sdce@upd.edu.ph for the Student Disciplinary Council chairman's e-signature/clearance.
5. Send waiver to the teacher of the subject waived for his/her recommendation.
6. Send waiver to the department chair offering the subject waived for his/her recommendation.
7. Send us back the Waiver of Prerequisites form through the same email thread for College Secretary's recommendation.
8. The admin will notify you on the status of your request for Waiver of Prerequisites
9. Admin will send you a copy of your Waiver of Prerequisites



REQUEST FOR CERTIFICATION (CERTIFICATION/TCG)

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The following documents can be requested:

- Academic Standing
- Accredited Subjects for Shiftees (UP to UP only)
- Admission to College
- Certification of Grades (available only during registration period)
- Completion of Academic Requirements with GWA
- Completion of Academic Requirements with honors
- Good scholastic standing
- GPA/GWA
- Graduating this current Semester/Midyear
- Normal Academic Load
- No Grades of 4.00, 5.00, INC, or DRP
- No Pending Case*
- Not under contract to finish the course
- Not yet covered by MRR
- Remaining units
- True Copy of Grades (all grades including previous semester)
- Bonafide student
- Year Level
- Ranking by batch (based on whole Engineering graduates)
- Ranking in Course (all students under same degree program)
- Last enrollment
- Probable to graduate
- University Scholar
- College Scholar

*For request for Certificate of No Pending Case, secure clearance from SDC (sdceupd.edu.ph) and send the clearance by replying to the confirmation email received



REQUEST FOR CERTIFICATION (CERTIFICATION/TCG)

12

1. Answer this **form**. Fill in all the fields in the form. Each application is for one type of certificate only. If you need more than one type of certificate, you need to submit another application (accomplish this form again).
2. After submission, a confirmation e-mail will be sent to your email address. The confirmation e-mail will contain the details you typed into the form.
3. Within two to three working days, you will receive an email notification with the scanned copy of the certificate with the College Secretary's signature and the University dry seal.
4. Download this **payment slip** and fill-up the details.
5. Send your payment to any of these:

Land bank

Account Name: UPD Revolving Fund

Account Number: 3072-1006-96

GCASH

GCASH # 0921 869 6709

Account Name - Alliana Joyce Villalobos

6. Send the payment slip and proof of payment by uploading and replying to the same confirmation e-mail thread.
7. In case you are unable to pay at the moment, the Office of the College Secretary will tag you with an accountability in CRS which you may clear when classes resume.



LATE REGISTRATION/ PAYMENT/CHANGEMAT

13

1. Write a letter for late registration/payment/late change of Mat addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman.
2. Prepare the following documents:
 - (a) Proof of enlistment (for late registration/changemat)
 - (b) Copy of Form 5 (for late payment)
3. Answer this **form** and upload the documents
4. Student will receive an automatic confirmation email of the request.
5. The Admin will send you back your appeal letter duly endorsed by the College Secretary and other proof of enlistment/enrollment.
6. Student emails the OUR (our.diliman@up.edu.ph) about his/her request for late registration/CoM and requests for approval preferably using his/her UP mail account to lessen the verification process;
7. Create Payment Slip via Settlement of Outstanding Transactions in your CRS account to receive payment details
8. Student settles the payment and sends payment details via 'Add Payment' in Settlement of Outstanding Transactions module
9. Cashier's Office validates your payment



REGULAR/LATE FILING OF DROPPING

14

1. Student applies dropping through his/her CRS account
2. Student emails the teacher informing him/her of his/her dropping application.
3. Once approved by the teacher, inform adviser to approve the application.
4. Once the dropping application has been approved, the department downloads the dropping form from CRS and affixes the appropriate signatures
5. The Department then sends the signed dropping form to the student
6. Answer this **form** and upload the dropping form.
7. Student will receive a confirmation email of the request.
8. The Admin will send you back the dropping form duly endorsed by the College Secretary
9. Create Payment Slip via Settlement of Outstanding Transactions in your CRS account to receive payment details
10. Student settles the payment and sends payment details via 'Add Payment' in Settlement of Outstanding Transactions module
11. Cashier's Office validates your payment



REGULAR FILING OF LEAVE OF ABSENCE (LOA)

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1. Apply Leave of Absence (LOA) online using your crs account.
2. Email your department for adviser's endorsement.
3. Answer this [form](#)
4. Student will receive a confirmation email of the request.
5. Admin will verify/check if you're eligible to file for LOA.
6. Once approved, Admin downloads the LOA form from CRS and affixes the appropriate signatures;
7. The admin then sends the signed LOA form to the student
8. Student and the parent/guardian (if necessary) sign the LOA form.
9. Create Payment Slip via Settlement of Outstanding Transactions in your CRS account to receive payment details
10. Student settles the payment and sends payment details via 'Add Payment' in Settlement of Outstanding Transactions module
11. Cashier's Office validates your payment



LATE FILING OF LEAVE OF ABSENCE (LOA)

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1. Make an appeal letter for late filing of LOA addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman.
2. Answer this [form](#) and upload the soft copy of the appeal letter
3. Student will receive a confirmation email of the request.
4. The Admin will send you back your letter of appeal duly endorsed by the College Secretary.
5. Send your appeal to our.diliman@up.edu.ph for the university registrar's approval.
6. OUR will notify you on the status of your appeal.
7. Once approved, apply Leave of Absence (LOA) online using your CRS account.
8. Email your department for adviser's endorsement.
9. On the same email thread of your confirmation email from enggadmin, email enggadmin regarding your application for LOA.
10. Admin will verify/check if you're eligible to file for LOA.
11. Admin downloads the LOA form from CRS and affixes the appropriate signatures;
12. The admin then sends the signed LOA form to the student
13. Student and the parent/guardian (if necessary) sign the LOA form.
14. Create Payment Slip via Settlement of Outstanding Transactions in your CRS account to receive payment details
15. Student settles the payment and sends payment details via 'Add Payment' in Settlement of Outstanding Transactions module
16. Cashier's Office validates your payment



PERMIT TO CROSS-REG

17

1. Download and fill-in the **Permit to Cross-Reg Form**
2. Send the Permit to Cross-Reg form to your Program Adviser and Department Chair/Institute Director to affix their signatures.
3. Answer this **form** and upload the accomplished Permit to Cross-Reg Form with approval of Program Adviser and Department Chair/Institute Director
4. Student will receive an automatic confirmation email of the request.
5. Admin will send you back the Permit to Cross-Reg Form duly endorsed by the College Secretary
6. Send the Permit to Cross-Reg Form to **our.diliman@up.edu.ph** for the University Registrar's approval (Home Unit)
7. The OUR will then send you back the Permit to Cross-Reg Form duly signed by the University Registrar.
8. Send the Permit to Cross-Reg Form to OUR (Host unit) you wish to cross register
9. Send the cross reg confirmation slip by replying to the same confirmation email thread of your request



WITHDRAWAL OF ENLISTMENT BEYOND THE DEADLINE

18

1. Write a cancellation letter for withdrawal of enlistment addressed to Dr. Maria Vanessa Lusung-Oyzon, University Registrar, UP Diliman.
2. Download the **Certification of Non-Attendance form**
3. Fill up the form and send to the department or faculty member teaching the subject for his/her e-signature.
4. Answer this **form** and upload the accomplished Certification of Non-Attendance form with complete signatures of your teachers and the appeal letter.
5. Student will receive an automatic confirmation email of the request.
6. Admin will send you back the Certification of Non-Attendance form duly endorsed by the College Secretary
7. Send your cancellation letter and the scanned/soft copy of Non Attendance form to **our.diliman@up.edu.ph** for the university registrar's approval.
8. OUR will notify you on the status of your cancellation letter.



RETURN FROM LOA (RFLOA)

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1. Download and accomplish **Return from LOA Form**.
2. Fill-up **Student Directory** and attach photo
3. If returning from LOA for more than 1 semester or if the reason for filing the LOA was due to health/medical reasons regardless of the number of semesters, accomplish the following:
 - a) Download the **Health Declaration form** and accomplish the two-page form. If you prefer to give handwritten answers, please use black or blue ink and write legibly.
 - b) The Mental Health Screening Tool is available at the following link
<https://tinyurl.com/uphsmhscreening>. After typing your answers, you will receive a copy of the accomplished screening tool in your email address.
4. Email the fully accomplished Health Declaration Form and Mental Assessment Form to **uhs.updiliman@up.edu.ph**.
5. The UP Diliman University Health Service (UPHS) will email you a certificate of compliance once your submission has been verified to be in order^{*}
6. Answer this **form** and upload the accomplished Return from LOA form, Student Directory, and Health Declaration and Mental Health Screening documents if needed.
7. Student will receive an automatic confirmation email of the request.
8. Admin will then evaluate your submitted documents.
9. Admin then sends your accomplished return from LOA and your other requirements to Office of University Registrar (OUR), Admissions and Registration Division (ARD).
10. Admin sends you a copy of your return from LOA.

^{*}Due to pandemic the UPHS will have some delays regarding the issuance of the Certificate of Compliance that's why at this time we only require the students to submit a confirmation letter or a certificate of submission coming from the UPHS. For inquiries, please contact UPHS at 8981-8500 local 2702 or send a private message to the Facebook Page: UP Diliman PEHA.



TRANSFER TO NON-MAJOR STATUS

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1. Download and fill up the following forms:
 - a. **Non-major Status Form**
 - b. **OCG Referral Slip**
 - c. **Student Directory**
2. Send the OCG Referral Slip or message the Office of Counseling and Guidance thru their FB page for your OCG evaluation.
3. Inform the OCG to send your OCG evaluation results to **enggadmin@coe.upd.edu.ph**
4. Answer this **form** and attach the accomplished (a) Non-major Status Form; and (b) Student Directory
5. Student will receive an automatic confirmation email of the request
6. Admin will send your College referral and other documents to OUR for the issuance of your University Admission Slip.
7. OUR will send us back the scanned/soft copy of your University Admission Slip.
8. The Admin will notify you on the status of your application/readmission to Non-Major.



TRANSFER/EXTENSION TO/OF VOLUNTARY SHIFTING OUT STATUS

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1. Write a letter of intent for transfer/extension to VSO addressed to Dr. Eligia D. Clemente, College Secretary.
2. Send the soft copy of your letter to the department for the Director or Department Chair's endorsement.
3. Answer this **form** and upload the letter of intent College Secretary's approval.
4. Student will receive an automatic confirmation email of the request
5. The admin will notify you on the status of your application/extension to VSO.
6. Once approved, the admin will send you the VSO form and the OCG Referral Slip (if applicable).
7. Fill-up the VSO form and OCG Referral Slip.
8. Send the OCG referral or message the Office of Counseling and Guidance thru their FB page for your OCG evaluation. (for 1st time VSO only)
9. Inform the OCG office to send your OCG evaluation results to **enggadmin@coe.upd.edu.ph** (for 1st time VSO only)
10. Send us back the scanned/soft copy of your fully accomplished VSO form by replying on the same email thread
11. Wait for the confirmation.
12. Admin will send you a copy of your application/extension to VSO.

Note: Voluntary Shifting-Out is not applicable to DMMME students



COLLEGE CLEARANCE/ PERMIT TO TRANSFER

22

1. Download and fill up the **College Clearance Form**
2. Send the clearance form to the following offices to seek their approval/signature/clearance:
 - A. DEPARTMENT/INSTITUTE
 - DCS – info@dcs.upd.edu.ph
 - ICE – ice.upd@up.edu.ph
 - DME – brgerodias@upd.edu.ph
 - DIE/OR – jayson.ho@coe.upd.edu.ph
 - DMMME – cfbustillos@up.edu.ph
 - DChE – chemeng@coe.upd.edu.ph
 - DGE – dge.upd@up.edu.ph
 - EEEL – veron@eee.upd.edu.ph
 - B. ENGINEERING LIBRARY –
library@engglb.upd.edu.ph
 - C. COLLEGE PROPERTY OFFICE–
propertyclearance@coe.upd.edu.ph
3. Answer this **form** and attach the (a) Accomplished College Clearance Form; and (b) Acceptance Letter
4. Student will receive an automatic confirmation email of the request
5. Admin will send you back your College Clearance with Permit to Transfer after a day or two.



OTHER REQUESTS REQUIRING COLLEGE SECRETARY'S/DEAN'S ENDORSEMENTS

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For requests requiring College Secretary's and/or Dean's recommendation/endorsement:

1. Send an email to ocse@coe.upd.edu.ph and enggadmin@coe.upd.edu.ph with subject [TYPE OF REQUEST] – Last Name, First Name
2. Attach supporting documents such as letters or forms

NON-MAJ/ VSO ADVISING

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For VSO students:

Send email to kpvergara@up.edu.ph with subject [VSO ADVISING] – Last Name, First Name indicating your study plan for the semester and copy/ies of curriculum of courses you plan on shifting to. For future concerns/questions, reply on the same email thread

For Non-Major students:

Send email to edclemente@up.edu.ph with subject [NON-MAJOR ADVISING] – Last Name, First Name indicating your study plan for the semester and copy/ies of curriculum of courses you plan on shifting to (if applicable). For future concerns/questions, reply on the same email thread



EMAIL LIST

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- **engg.ocsc@coe.upd.edu.ph**

- For general inquiries on:
 - Transfer/Shifting
 - Graduation
 - Appeal for Readmission and other late appeals
 - Tagging of priority in CRS
 - Tagging of Residence in CRS
 - Payment Details – Proof of payment
 - Untagging of Accountabilities
 - Diploma
 - Other concerns

- **engg_onlinerequest@coe.upd.edu.ph**

- For follow-ups*, and submission of payment slip and proof of payment* on:
 - Request for Certifications
 - Request for True Copy of Grades

**Reply on the automatic email confirmation thread received after submitting request through the Google Form*

- **enggadmin@coe.upd.edu.ph**

- For follow-ups*, and additional documents* on:
 - Late Registration/Payment/ChangeMat
 - Regular and Late Filing of Dropping
 - Regular and Late Filing of LOA
 - Appeal for Late Submission of Application for Graduation
 - Late Filing of Appeal for Readmission
 - Permit for Examination
 - Excuse Slip
 - Substitution
 - Validation
 - Advance Credit
 - Permit to Overload
 - Waiver of Prerequisites
 - Return from LOA (RFLOA)
 - Permit to Cross-Reg
 - Withdrawal of Enlistment beyond the Deadline (Non-attendance form)

**Reply on the automatic email confirmation thread received after submitting request through the Google Form*



EMAIL LIST

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- **engg.nm_vso@coe.upd.edu.ph**
 - For follow-ups*, and submission of additional documents* on (and other matters related to):
 - Transfer to Non-Major
 - Transfer to Voluntary Shifting-Out Status
 - Extension of Voluntary Shifting-Out Status

**Reply on the automatic email confirmation thread received after submitting request through the Google Form*
- **engg_pt.clearance@coe.upd.edu.ph**
 - For follow-ups*, and submission of additional documents* on (and other matters related to):
 - College Clearance
 - Permit to Transfer

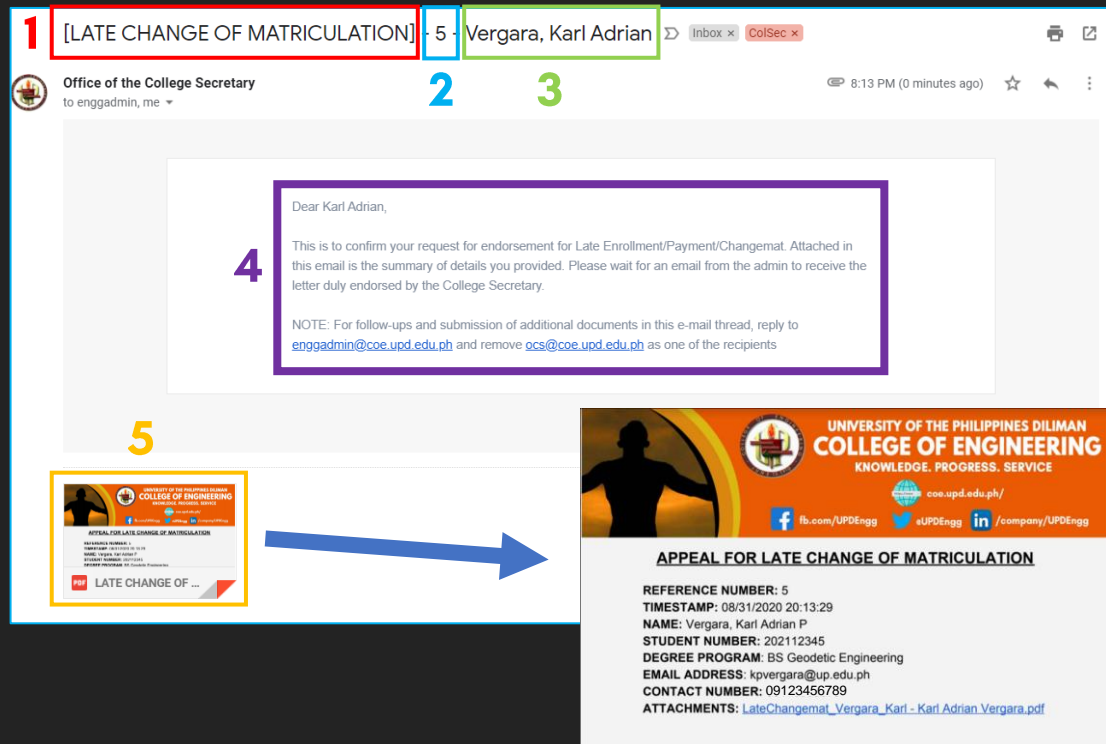
**Reply on the automatic email confirmation thread received after submitting request through the Google Form*
- **ocs@coe.upd.edu.ph**
 - For other requests requiring College Secretary's and/or Dean's endorsement/recommendation not specified in this document
- **edclemente@up.edu.ph**
 - For advising of non-major students
- **kpvergara@up.edu.ph**
 - For advising of VSO students



NOTES

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For documents 1-22, you will receive an automatic email confirmation after submitting the form. The email confirmation looks like this:



1 TYPE OF REQUEST

2 REFERENCE NUMBER

3 YOUR FULL NAME

4 ADDITIONAL INSTRUCTIONS

5 TICKET/SUMMARY OF FORM RESPONSE*

*For documents 5, 6, 10, and 11, you will receive an automatically filled out official form (in pdf) of your request instead of the ticket/summary

For follow-ups or additional submission of documents, reply on the email confirmation thread **BUT REMOVE** ocs@coe.upd.edu.ph as one of the recipients when you reply and **REPLY ONLY** to the email address/es stated in the body of the email confirmation.