COLLEGE OF PHARMACY
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Guidelines and Procedures for Student Document Requests and Transactions

Effective Second Semester, AY 2025-2026 (10 April 2026)

Office of the College Secretary

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I. Certificate and Document Requests **[ONLINE PROCESSING]**

Below are the detailed instructions on how to request for documents and certifications from OCS-Admin Office. Please send your request emails during weekdays within office hours*.

All document-related communications with the Office of the College Secretary (College Secretary and Student Records Evaluator) must be coursed through the official OCS email: **upm-cp-ocs@up.edu.ph** (and not through their personal emails).

Note: *Requests and processing of OCS documents are put on hold during the regular enrollment period. Clients are requested to send their document requests a week before the enrollment period.

1. The following certificates and documents can be requested from the OCS-Admin:

List of Certificates:

✔ Certification of Candidacy for Graduation
✔ Certification of Enrolment
✔ Certification of General Weighted Average (GWA)
✔ Certification of Good Moral Character (GMC)
✔ Certification of Completion (formerly Cert. of Graduation)
✔ Certification of Class Ranking
✔ Certification of Year Level
✔ Certificate of Units Earned
✔ Certificate of Internship (COI) (for Board Exam application)

Note: Students requesting for COI must forward the following documents when they request for their Billing Statement:

- Complete Daily Time Record (DTR) with the Dean's signature
- Certificates of Completion
- Accomplished COI Template (COI Template for New Curriculum or COI Template for Old Curriculum)

List of Documents:

✔ Course Description
✔ Form 5

Note: Form 5 for DOST scholarship purposes must be requested by the student from the OUR.

✔ True Copy of Grades (TCG)

Note: Transcript of Records (TOR) is different from TCG. TOR can be released only after the student has graduated and should be requested by the student from OUR at upm-our@up.edu.ph.

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2. To send your request, answer the UPCP OCS Transactions Online Portal Google form through this link https://forms.gle/dKx6q4bVN6LbJVJd6.
3. After answering the Google form, request for Billing Statement by sending an email to the Office of the College Secretary (upm-cp-ocs@up.edu.ph).

   Note: If you would not be able to receive any form of communication after three (3) working days upon requesting for the Billing Statement, please send a follow-up email to the Office of the College Secretary (upm-cp-ocs@up.edu.ph) for double-checking of request.

   Note: Students requesting for COI must forward the following documents when they request for their Billing Statement:

   - Complete Daily Time Record (DTR) with the Dean's signature
   - Certificate of Completion
   - Accomplished COI Template (COI Template for New Curriculum or COI Template for Old Curriculum)

4. Upon receipt of Billing Statement, pay the corresponding fees through Link.Biz Portal* for online payment or pay directly at the *UPM Cash Office.*

   *Note: *Links are available from the college website:*

   Payment Options: https://tinyurl.com/UPCPPaymentOptions
   UPM-LBP Link.Biz Portal: https://tinyurl.com/UPMLBPLinkBiz
   GCash Payment: https://bit.ly/GCashPaymentUPM

5. After payment, send the payment receipt together with the billing statement to the Cashier's Office via email at cash@post.upm.edu.ph for immediate posting of payments, and upm-cp-ocs@up.edu.ph for processing.

   Note: The processing of documents will only start upon submission of the payment receipt with the billing statement. Kindly make sure to not miss this step.

6. The processing duration of certificates and documents listed above is 5 to 7 WORKING DAYS, upon submission of payment receipt with billing statement and acknowledgment from the Office of the College Secretary. All documents ready for release will be sent/informed through email**. For e-copies that require a dry seal, please have your documents printed and bring it to the CP Administrative Office for the dry seal.

   *Note: **Hardcopies will obtain a wet signature. All documents shall contain RSA remarks for students under RSA.*

II. Other Academic-Related Transactions

A. Application for Graduation **[PHYSICAL PROCESSING]**

1. Download and fill out the Application for Graduation Form from the college website under College Forms.

   Note: Students *must file before the deadline of application for graduation. Please refer to the Academic Calendar for the deadline of application posted on the OUR website at https://our.upm.edu.ph.*

2. Submit the form to the Program Adviser for endorsement and attested by the College Secretary. After which, submit the fully accomplished form to the College SRE for evaluation.

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3. Once approved for graduation by the College Council you will be notified through email by the College SRE and you will be asked to fill out the CP OCS Database of Approved Graduates via https://bit.ly/AlumniDirectoryUPCP.
4. The College SRE shall process the filed application for graduation.

B. Change of Matriculation (UP Form 26A) [PHYSICAL PROCESSING]

1. Download and fill out the Change Matriculation form from the college website under College Forms.
2. Accomplish the form, including the details of the subjects to be added/ cancelled/ changed.
3. Submit the Change Matriculation form to the College SRE with complete signatures of the Instructor and Program Adviser for assessment and appropriate action. No fee will be charged for students under Free Tuition. After which, this will be forwarded to the College Secretary for approval.
4. For paying students (not under Free Tuition), request for an Order of Payment from the College SRE after assessment, should there be any additional matriculation fees. After payment, submit the proof of payment and Change Matriculation form to the College SRE for appropriate action and will be forwarded to the College Secretary for approval.
5. The College SRE shall file all Change of Matriculation Forms for records keeping and generation of summary report for submission to CAS a month before the semester ends.

C. CP College Clearance Request [PHYSICAL PROCESSING]

1. Download in duplicate and fill out the upper portion of the College Clearance Form, together with the necessary attachments (CAS Clearance*). Online processing of College Clearance is no longer implemented starting January 2024.

   *Note: *CAS Clearance is not required for graduate students (those taking their Master's degree).*
2. Accomplish the clearance accordingly, starting with CAS clearance, before CP College Clearance. Please submit the complete documents to the College SRE for verification of records/deficiencies before the final signatories i.e. College Secretary and Dean.
3. All college clearance for release shall be stamped with RSA (for undergraduate students).

D. University Clearance Request [PHYSICAL PROCESSING]

1. University Student Clearance may be downloaded from the Office of the University Registrar's website at https://our.upm.edu.ph.
2. Download in duplicate and fill out the University Clearance. After which, attach your accomplished College Clearance for signature of the College Dean. (Please ensure that you have accomplished first your College Clearance before processing your University Student Clearance as this will serve as an attachment to the form.)

E. Report of Grade for Completion/Removal (UP Form 13C) [PHYSICAL PROCESSING]

1. Download and fill out the form from the college website under College Forms.
2. Bring the hardcopy of the accomplished form during the completion/examination period, and submit it to the faculty in charge, who will indicate the final grade and sign the form.

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After which, it will be forwarded to the Department Chair for signing.

3. Once signed by the Department Chair, the faculty in charge shall send the fully signed Completion Form to the College SRE and shall reflect the updated grades in ISKOLAR.
4. A copy for the student will be given for records purposes.

F. Permit for Removal/Completion Exam (UP Form 25) [PHYSICAL PROCESSING]

1. Download and fill out the form from the college website under College Forms.
2. Submit the accomplished form to the faculty in charge for evaluation of the needed requirements, and the date of examination. This permit must be completed before the date of the examination.
3. After which, submit the hardcopy of the accomplished form to the College SRE for assessment of fees and for approval of the College Secretary.

   Note: Examinations outside the removal period will incur a fee of Php 20.00 per subject (please check the academic calendar for the regular removal period). Further, students who are not enrolled in any subject but who would want to remove a grade of INC or 4.00 ***must enroll for residence*** *for the targeted semester of completion/removal.*
4. Once paid, present the duly accomplished form to your instructor as examination permit.

G. Dropping of Subjects (UP Form 26) [PHYSICAL PROCESSING]

1. Download and fill out the form from the college website under College Forms.

   Note: Must file before the deadline of dropping subjects. Refer to the academic calendar posted on OUR website at https://our.upm.edu.ph.
2. Fill out the Dropping form, with the details and reason/s of the subject to be dropped.
3. The program adviser should sign the dropping form, with indication from the Faculty in charge of the student's class standing, and approval from the College Secretary.
4. Submit your dropping form to the College SRE and request for an Order of Payment for the dropping fee.
5. After payment, submit the approved Dropping Form to the College SRE for appropriate action. A copy of the approved Dropping Form will be sent by the College SRE to the faculty member who signed the dropping form. Students are encouraged to inform all members of the teaching team regarding their processed dropping.
6. The faculty in charge/instructor shall be the one to encode the grade of DRP in the ISKOLAR account of the student accordingly during the submission of grades at the end of the semester.
7. The College SRE shall file all the Dropping Forms for recordkeeping and generation of dropping summary report for submission to CAS a month before the semester ends.

H. Application for Leave of Absence (LOA) [PHYSICAL PROCESSING]

1. Write a letter addressed to the College Secretary indicating the intent of filing for LOA. Letter must be signed by the student, parent/guardian (for undergraduate students), and noted by the adviser.

   Note: Periods when LOA has been filed will not be counted in maximum residency

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years, free tuition coverage, and RSA. On the other hand, AWOL periods will be counted in maximum residency years, free tuition coverage, and RSA.

2. Download and fill out the form from the college website under College Forms.

   Note: If you are enrolled, indicate all your subjects, duly signed by your respective instructors with the class standing indicated. If you are not currently enrolled, write NOT ENROLLED in the space provided for the subjects.

   Further, LOA must be filed before the deadline for filing LOA. Please refer to the Academic Calendar for the deadline of application posted on OUR website at https://our.upm.edu.ph. There is no need to file for individual dropping of enrolled subjects if the student has already filed for LOA.
3. Process your College Clearance (pls. refer to II.C process) as the required attachment. No clearance, no processing of LOA application. For extension of LOA, attach a photocopy of the previously approved LOA form.
4. Request for an Order of Payment from the Admin Staff, and pay the corresponding fee (Php 150.00 per application).
5. Send the Letter of Intent, accomplished Permit for LOA Form, College Clearance, and proof of payment receipt to the College Secretary for assessment and will be returned to the student if approved or disapproved.
6. The student shall submit the approved Permit for LOA to the College SRE, to their program adviser, and to OUR.

   Note: The student shall request for readmission before they can re-enroll after the LOA status.
7. The College SRE shall file all the approved LOA forms every end of semester for records keeping purposes.
8. Upon return of the student from LOA or AWOL, the student must accomplish the Return from LOA form, which needs to be signed by the student, guardian (if minor), College Secretary, and the University Registrar. Attach a medical certificate from the UP-PGH Health Service if the reason for LOA is medical/health-related or if the LOA exceeded one semester.

I. MRR Extension for Undergraduate Students (UPM Form 12-02) **[PHYSICAL PROCESSING]**

1. Write a request letter addressed to the Chancellor through channels. The letter must be signed by the student, parent/guardian (for undergraduate students), noted by the Adviser, and endorsed by the College Secretary.

   Note: Maximum residency for CP undergraduate students is 7.5 years, excluding the pandemic period (SS 2019-2020, FS and SS 2020-2021, and FS and SS 2021-2022) and periods when LOA has been filed. AWOL periods will be counted in the maximum residency of the student.
2. Download and fill out the "Request for Readmission & Extension of Residency Form" for undergraduate students.
3. The request letter, the fully accomplished Request for Readmission & Extension of Residency Form, and latest study plan must be sent by the student to each of the Members of the Admissions Committee, College Secretary, and to the Dean for assessment and approval. The study plan must be noted by the adviser.

4. Provide a copy to the College SRE for records keeping. Only after approval of the Chancellor will the student be allowed to enroll.

J. MRR Extension for Graduate Students (UPM-NGS-0P-02F2) **[ONLINE PROCESSING]**

1. Download and fill out the "NGOHS Request for MRR Extension Form" together with the MRR Monitoring Checklist, as evaluated by the Program Adviser.

   Note: Maximum residency for CP graduate students is 5 years, excluding the pandemic period (SS 2019-2020, FS and SS 2020-2021, and FS and SS 2021-2022) and periods when LOA has been filed. AWOL periods will be counted in the maximum residency of the student.
2. Furnish all the necessary documents required (as indicated in the form) before filing the request for extension, to be sent by the student to their Program Adviser for assessment and evaluation, and for signature of the Program Committee Chair (Graduate Program Coordinator), to be endorsed by the College Secretary and the Dean. The attachments should be named as follows:
   a. 1_MRR Application Form (CP - Surname)
   b. 2_Letter of Request (CP - Surname)
      - To include the reason/s for MRR extension request
   c. 3_Plan of Work (CP - Surname)
      - To include the current progress of study
      - To include the expected output and date of target completion for each planned activity
   d. 4_Thesis Adviser Explanatory Endorsement (CP - Surname)
   e. 5_MRR Monitoring Checklist (CP - Surname)
      - To be evaluated by the Program Adviser
   f. 6_True Copy of Grades (CP - Surname)
      - Must be the latest/most updated TCG duly signed by the College Secretary
   g. 7_Previous Approved MRR Application Form (CP - Surname)
      - Not applicable for first time MRR applicants
3. Once endorsed by the Dean, students must email the duly accomplished form and attachments to the Office of the College Secretary (upm-cp-ocs@up.edu.ph) for appropriate bar coding before forwarding to appropriate offices. Please take note of the following dates for MRR submission:
   a. First Semester - 2nd Friday of June
   b. Second Semester - 2nd Friday of November
   c. Midyear/Summer - 2nd Friday of April
4. Provide a copy to the College SRE for records keeping. Only after approval of the Chancellor will the student be allowed to enroll.

K. Request for Late Enrollment and Payment **[ONLINE PROCESSING]**

1. Write a justification letter (in .pdf) for the late enrolment and/or payment addressed to the OVCAA. The letter must be signed by the student, parent/guardian (for undergraduate students), noted by the adviser, endorsed by the College Secretary, and must be

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recommended by the University Registrar.

Note: For requests for late payment only, the College Secretary's endorsement to the VCAA would suffice. There is no need to secure the University Registrar's Recommendation.

2. The student must email the fully signed justification letter to the Office of the College Secretary (upm-cp-ocs@up.edu.ph) for appropriate bar coding before forwarding the document to the Office of the Vice Chancellor for Academic Affairs for approval.
3. Once approved, submit a copy of the late enrollment letter to the College SRE for appropriate action. For paying students, they must generate their Billing Statement from their ISKOLAR account under Student Financials. Once generated, present it to the College SRE for validation before payment of fees.
4. Upon receipt of the validated billing statement, pay the tuition fees through Link.BizPortal/GCash for online payment or pay directly at the UPM Cash Office, together with the approved late payment letter and validated billing statement.

L. Readmission Application due to Delinquency Status (Dismissed and Disqualified) [PHYSICAL PROCESSING]

1. Students with the following delinquency status would require readmission:

Scholastic Standing	% Failed/Other Conditions	Maximum # of Units	Readmission Required	Referral to OCS
Good	Passed at least 75% of enrolled units	N/A	No	No
Warning	25% to 49% enrolled units for the semester failed	15 units	No	No
Probation	50% to 74% enrolled units for the semester failed OR 2x failed or dropped same course OR 2x consecutive warning status	12 units	No	Yes (student must discuss their study plan with the College Secretary)
Dismissed	75% to 99% enrolled units for the semester failed OR 3x failed or dropped same course	N/A	Yes	Yes

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Scholastic Standing	% Failed/Other Conditions	Maximum # of Units	Readmission Required	Referral to OCS
	OR 2x consecutive probation status OR 2x consecutive AWOL status			
Disqualified	100% enrolled units for the semester failed OR 2x consecutive dismissed status	N/A	Yes	Yes

2. For Dismissed students who intend to be readmitted to the degree program, the following are required to be presented to the College Secretary personally:
    a. Appeal letter requesting for readmission addressed to the College Secretary (must be signed by the student, parent/guardian (for undergraduates) and noted by the adviser)
    b. Study Plan reflecting the subjects already taken (with grades) and the subjects to be taken to complete the program
    c. Endorsement to the OSA Guidance and Counseling program (prepared by the College Secretary)
3. For Disqualified students who intend to be reinstated to the University, the following are required to be presented to the College Secretary personally:
    a. Appeal letter requesting for reinstatement to the University addressed to the Vice Chancellor for Academic Affairs (must be signed by the student, parent/guardian (for undergraduates), noted by the adviser, and endorsed by the College Secretary and University Registrar)
    b. Study Plan reflecting the subjects already taken (with grades) and the subjects to be taken to complete the program
    c. Endorsement to the OSA Guidance and Counseling program (prepared by the College Secretary)
4. If request for readmission is approved, the College Secretary shall send the signed Readmission letter with Readmission Slip to the student, program adviser, and College SRE for appropriate action.

    Note: Readmission application is being decided upon by the College Committee on Scholarships and Readmission for Dismissed students, and by OVCAA for Disqualified students.
5. The student may proceed with the remaining enrollment steps.

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M. Readmission Application from LOA Status [PHYSICAL PROCESSING]

1. Write a letter requesting for readmission addressed to the College Secretary. Letter must be signed by the student, parent/guardian (for undergraduates), and noted by the adviser. Further, the student must also accomplish the Return from LOA form (available from the OUR website). Attach the previously approved LOA form and accomplished College Clearance.

   Note: Readmission application is being decided upon by the Committee on Scholarships and Readmission.
2. The College Secretary shall send the signed Readmission letter with Readmission Slip to the student.
3. The student must present the Readmission Slip from OCS to their adviser during advising.

   Note: *The adviser should ask for the approved LOA form and college clearance prior to advising.*
4. Provide a copy of the Readmission Slip to the College SRE for appropriate action. After which, the student may proceed with the remaining enrollment steps.

N. Readmission Application from AWOL Status [PHYSICAL PROCESSING]

1. Accomplish the LOA form for the semester you are in AWOL status.
2. Secure College Clearance indicating AWOL as purpose.

   Note: Periods when LOA has been filed will not be counted in maximum residency years, free tuition coverage, and RSA. On the other hand, AWOL periods will be counted in maximum residency years, free tuition coverage, and RSA.
3. Write a letter requesting for readmission addressed to the University Registrar. Letter must be signed by the student, parent/guardian (for undergraduate students), noted by the adviser for recommending approval of the College Secretary. Further, the student must accomplish the Return from LOA form (available from the OUR website), which needs to be signed by the student, guardian (if minor), College Secretary, and the University Registrar. Attach a medical certificate from the UP-PGH Health Service if the reason for LOA is medical/health-related or if the LOA exceeded one semester.
4. An AWOL fee of Php 225 will be billed to the student and should be requested an Order of Payment from the Admin Office.
5. Once paid, attach the approved Readmission Letter from the OUR, accomplished LOA form, proof of payment for AWOL fee, and college clearance before submitting to the College Secretary.

   Note: Adviser must ensure that the student has no pending deficiencies before endorsing the readmission letter of the student.
6. The College Secretary shall send the signed Readmission letter with Readmission Slip to the student.
7. Students must present the Readmission Slip from OCS to his/her adviser during advising.

   Note: The adviser should ask for the approved LOA form, college clearance, and proof of payment prior to advising.
8. Provide a copy of Readmission Slip to the College SRE for appropriate action. After which, the student may proceed with the remaining enrollment steps.

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O. Application for Underloading/Overloading **[PHYSICAL PROCESSING]**

1. Download and fill out the form from the college website under College Forms.
   *Note: The underloading/overloading application **must be filed during the enrollment period**.*
2. Complete all the signatories, following the numeric sequence: Program Adviser, Department Chair/Program Coordinator, College Secretary, and Dean.
3. The student shall send the approved Underloading/Overloading Form with attachments* to their adviser, the College SRE, and College Secretary for records keeping purposes.
   *Note: *Justifiable reasons for underloading and the corresponding attachment:*
   (1) *For health reasons – medical certificate validated by the Health Service*
   (2) *For unavailability of courses – certification from the adviser and copy of schedule of classes*
   (3) *For employment – copy of payroll and appointment papers*
   (4) *For no more courses to take based on the curriculum – certification from the adviser that there are no more courses to take*

REMINDER: These forms are also required for students who are vying for honors. *Failure to file may forfeit the conferment of Latin honors and academic awards.* ***Students should keep a copy of their approved underloading/overloading forms.***

P. Validation of Courses (Application for Advance Credit) (for CP Courses and CAS Courses) **[PHYSICAL PROCESSING]**

1. Download and accomplish the Application for Advance Credit (Validation Permit) from the College Website under College Forms.
   *Note: Applicable for subjects taken **outside** the University of the Philippines Manila. Failure to validate courses within 3 semesters from the period of admission will require re-enrollment of the subject.*
2. Send the Validation Permit to OCS for assessment of validation fee.
3. Once assessed, submit the accomplished Validation Permit to the Department concerned. Attach a photocopy of Transcript of Records (TOR) from the previous school and/or syllabi for the courses being applied for crediting / validation.
4. The Department Chair shall indicate the result of the evaluation and sign under the appropriate fields. After signing, the Department Chair shall send the fully accomplished Validation Permit to the College Secretary for signing.
5. The College Secretary shall send the fully signed Validation Form to the program adviser.
6. The Adviser shall communicate the results to his/her advisees by sending the signed Validation Form via email.
7. The College Secretary shall endorse the approved Validation Permit to College SRE and OUR.

Q. Substitution of Courses **[PHYSICAL PROCESSING]**

1. Download and accomplish the Substitution of Courses Form from the college website under College Forms.

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*Note: Applicable only for subjects taken **within** the University of the Philippines. Substitution must be done within a period not exceeding 3 semesters from the period of admission.*
Further, for NSTP, PE and GE and other CAS subjects taken within UP Manila, these are automatically credited. No need to file for Substitution.

2. Send the Substitution Form to the Program Adviser and Chair of the Student's Home Department for pre-evaluation and recommending approval/disapproval.
3. Once signed, submit the accomplished Substitution Form to the Chair of the Department offering the course and attach the syllabi for the courses being applied for substitution/crediting.
4. The faculty in charge shall indicate the result of the evaluation and sign the form under appropriate columns. After which, the fully accomplished Substitution Form shall be submitted to the College Secretary for approval.
5. The College Secretary shall send the fully signed Substitution Form to the program adviser.
6. The Adviser shall communicate the results to his/her advisees by sending the signed Substitution Form via email.
7. The College Secretary shall endorse the approved Substitution Form to the College SRE and OUR.

R. Application of Subjects Outside of the Curriculum (ASOC) (CAS Form) [PHYSICAL PROCESSING]

1. Download and accomplish the Application of Subjects Outside of the Curriculum (ASOC) Form from the College of Arts and Sciences (CAS) website for students who will be enrolling in CAS courses. Enrolling in subjects outside of the curriculum is allowed for two (2) semesters only while the student is applying to transfer to another course.

   Note: Students who fail to transfer after two (2) semesters must file for honorable dismissal if they are disqualified from further pursuing their degree program. A student who is in good standing and who fails to transfer after two (2) semesters can continue with their degree program but will no longer be allowed to apply for ASOC.
2. Enrolling in ASOC is only allowed for two purposes (OVPAA Memorandum No. 2024-35):
   a. **For enrichment purposes** - enrollment in subjects outside the curriculum for enrichment purposes may be allowed under the following conditions:
      i. the student must be in good academic standing and up-to-date with the requirements of his/her curriculum;
      ii. the student may enroll in one (1) or two (2) courses per semester as long as the total load does not exceed 21 units per semester;
      iii. enrollment shall be endorsed by the program adviser and approved by the Department Chair/Institute Director; and
      iv. the student must be informed by the registration/program adviser of the consequences of enrolling in courses outside the curriculum, like added burden on academic load and possible delay in graduation.
   b. **For shifting purposes** - Enrollment in subjects outside of the curriculum in preparation for shifting may be allowed under the following conditions:

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i. the student must indicate intention to shift by writing the Department Chair/Institute Director of the home unit;
ii. the student must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit;
iii. if the student cannot shift within one (1) year, for whatever reason, the student shall follow the curriculum of the original degree program; and
iv. the student must be informed by the registration/ program adviser of the consequences of enrolling in courses outside of the curriculum like added burden in the academic load or possible delay in graduation.

3. Submit the accomplished form to the CP Admin Office for assessment and endorsement of the College Secretary.
4. Refer to the CAS ASOC workflow available from the CAS website for the completion of the process.

S. OSA Counseling Request **[ONLINE PROCESSING]**

1. The student shall inform his/her adviser via email the request for counseling.
2. The adviser shall forward the request to the SRO and College Secretary.

Note:

- ***For emergency mental health concerns**, the student or adviser may directly contact the UP PGH referral at **09564720646.***
- *Kindly note the following details: NAME, AGE/SEX, CONTACT NO., ADDRESS, COLLEGE/YEAR LEVEL. Text the data to the chief resident for documentation.*

3. The SRO shall formally endorse the request of the student to OSA Guidance Office via email at guidance.upm@up.edu.ph.
4. The OSA Counselor shall coordinate with the student and conduct an online counseling.
5. A recommendation letter shall be sent by the OSA Counselor to the College Secretary and SRO.
6. The College Secretary shall forward the recommendation letter to the adviser for discussion with the student.

T. Shifting/Transferring to Other University **[ONLINE PROCESSING]**

Note:

- *Shifting - From CP to other degree programs within UP Manila*
- *Transferring - From CP to other CU/other schools outside UP Manila*

1. Write a letter (in .pdf) addressed to the Dean through the College Secretary regarding your intent to shift/transfer, and email to upm-cp-ocs@up.edu.ph. The letter must be signed by the student and parent/guardian, and noted by the adviser.

Note: Students who have been in LOA and planning to transfer to other CUs must apply for readmission first in their mother College (Section M. Readmission Application from LOA Status). Students who are not yet accepted in their prospective programs must enroll in Residency while in the process of transferring. Moreover, if the student will request for an Honorable Dismissal (HD) in the middle of the semester, all the registered subjects should still be reflected and an automatic grade of DRP will be given without having the

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student to file for dropping.

2. The student must request and process RSA Penalty Exemption (Section U) or RSA Penalty Computation (Section V) for RSA clearance.
3. The student must process and submit the following:
    - For Transferees (to other UP CU) - duly accomplished College and University Clearance, and present your Notice of Admission to OCS for issuance of Permit to Transfer.
    - For Transferees (to other schools/universities) - duly accomplished College and University Clearance, and coordinate with the Office of the University Registrar for the processing of Honorable Dismissal.
    - For Shiftees - duly accomplished College Clearance only, and present to OCS.

U. Request for RSA Penalty Exemption (taken <60 units) **[ONLINE PROCESSING]**

Note: For other RSA concerns and queries, please coordinate with the College RSA Coordinator, Assoc. Prof. Margarita Gutierrez (mmgutierrez2@up.edu.ph).

1. The student/graduate must submit a request letter (in .pdf) via email addressed to the College Secretary (upm-cp-ocs@up.edu.ph) and CC Assoc. Prof. Margarita Gutierrez (mmgutierrez2@up.edu.ph) for the certification of RSA units taken for the purpose of RSA penalty exemption.
2. The Office of the College Secretary issues the RSA Units Certificate for Exemption to the student.
3. The student/graduate must submit via email the RSA Units Certificate for Exemption, together with a cover letter addressed to the Dean of the UP College of Pharmacy, to the RSA Coordinator.

V. Request for RSA Penalty Computation (taken >=60 units) **[ONLINE PROCESSING]**

1. The student/graduate must submit a request letter (in .pdf) via email addressed to the College Secretary (upm-cp-ocs@up.edu.ph) and CC Assoc. Prof. Margarita Gutierrez (mmgutierrez2@up.edu.ph) for the computation request of RSA Monetary Penalty.
2. The Office of the College Secretary prepares the RSA Monetary Penalty computation request for submission to the Budget Office.
3. The Budget Office computes the RSA monetary penalty for forwarding to the Office of the College Secretary.
4. The College Secretary sends the RSA Notice of Amount for the monetary penalty to the student/graduate.
5. The student/graduate must submit a letter of intent to pay via email addressed to the Dean of the UP College of Pharmacy, through the RSA Coordinator, for the Office of the College Secretary to request for issuance of Order of Payment from the Accounting Office.
6. The student deposits the payment using the following bank details (effective 10 April 2026):

SWIFT CODE	:	**TLBPPHMMXXX**
BANK NAME	:	**LANDBANK OF THE PHILIPPINES** Taft Avenue Branch
BANK ADDRESS	:	GROUND FLOOR MANILA ASTRAL TOWER #1330 TAFT AVE. COR. P. FAURA ST., ERMITA, MANILA
ACCOUNT NAME	:	**UP MANILA TRUST & LIABILITY FUND**
ACCOUNT NUMBER	:	**0592-1069-90**
ACCOUNT TYPE	:	**CHECKING ACCOUNT**

Certified Correct:

Digitally signed by Bolambao Elsie Mission
Date: 2026.03.24 16:40:19 +08'00'

Elsie M. Bolambao, CPA
Chief, Cash Office

*For check payment, Cashier's and Manager's Check are accepted, and must be paid to the order of "University of the Philippines Manila"

7. Once payment is made, the student provides the Cash Office and Budget Office with the validated bank deposit slip for verification.
8. The student sends the scanned copy of the Official Receipt to the RSA Coordinator for processing of the RSA clearance.

W. Graduate Program Thesis/Dissertation Proposal (UPM-NGS-WI-04F1/ UPM-NGOHS Form #12) [ONLINE PROCESSING]

Note: For Graduate Program-related concerns, please visit the National Graduate Office for the Health Sciences (NGOHS) website. For further assistance, please coordinate with the College Graduate Program Coordinator, Assoc. Prof. Raymond Yu (rbyu1@up.edu.ph).

1. A graduate student scheduled for proposal defense must accomplish the Notice of Master's Thesis/Dissertation Proposal form, and shall file it at the NGOHS one (1) month prior to the date of the presentation, ensuring proper attachments and endorsements through channels. Kindly coordinate with the CP Administration Office for barcoding and forwarding of the documents to the NGOHS. The attachments include:
    a. Letter containing the name of the student, graduate program enrolled in, title of study, list of panel members, and the date and venue of the proposal defense, endorsed by the thesis adviser

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b. Latest TCG (whole history of stay in CP) that is duly signed by the College Secretary of the degree-granting unit
c. Form 5 indicating the enrollment in 300/400 series
d. Certification that the student passed all components of the comprehensive examination (if applicable)

2. The student must submit a copy of the written thesis proposal to the Thesis/Dissertation Adviser, Reader/Critic, and Panel Members at least two (2) weeks prior to proposal presentation.
3. The Thesis/Dissertation Adviser/Panel Chairman shall accomplish the Result Proposal form within one (1) week after the scheduled presentation, to be forwarded to the College Secretary of the degree-granting unit.

Note: Kindly follow-up with your Thesis/Dissertation Adviser/Panel Chairman regarding the timely accomplishment of the form for the proposal result. In cases where the student fails in the thesis proposal presentation, they shall be permitted to improve the proposal and present it for the second time as long as it is within the same academic year. Disqualification is left to the discretion of the Thesis Panel.

4. The College Secretary of the degree-granting unit shall file a copy of the report on the result of the oral defense of the thesis proposal to the NGOHS within one (1) week after the scheduled presentation.

X. Graduate Program Thesis/Dissertation Defense (UPM-NGS-WI-04F2/ UPM-NGOHS Form #13) **[ONLINE PROCESSING]**

Note: For Graduate Program-related concerns, please visit the National Graduate Office for the Health Sciences (NGOHS) website. For further assistance, please coordinate with the College Graduate Program Coordinator, Assoc. Prof. Raymond Yu (rbyu1@up.edu.ph).

1. A graduate student scheduled for thesis/dissertation defense must accomplish the Notice of Master's Thesis/Dissertation Defense form, and shall file it at the NGOHS one (1) month prior to the date of the presentation, ensuring proper attachments and endorsements through channels. Kindly coordinate with the CP Administration Office for barcoding and forwarding of the documents to the NGOHS. The attachments include:
    a. Letter containing the name of the student, graduate program enrolled in, title of study, list of panel members, and the date and venue of the defense, endorsed by the thesis adviser
    b. Latest TCG (whole history of stay in CP) that is duly signed by the College Secretary of the degree-granting unit
    c. Form 5 indicating the enrollment in 300/400 series
2. The student must submit a copy of the thesis manuscript to the Thesis/Dissertation Adviser, Reader/Critic, and Panel Members at least two (2) weeks prior to the scheduled oral defense.

Note: The same Thesis/Dissertation Panel shall sit in the oral defense, and will be chaired by one of the examiners other than the Thesis Adviser. The oral defense must be held in the respective degree-granting unit, and the time, place, and

duration of the defense shall be officially announced and posted at the bulletin boards of the NGOHS and the Office of the College Secretary of the degree-granting unit.

3. The Thesis/Dissertation Adviser/Panel Chairman shall accomplish the Result Defense form within one (1) week after the scheduled oral defense, to be forwarded to the CP Administration Office for barcoding and forwarding to the NGOHS.

   Note: Kindly follow-up with your Thesis/Dissertation Adviser/Panel Chairman regarding the timely accomplishment of the form for the defense result. The following ratings may be given to the student:

   A. "Passed" if the thesis is acceptable to all members of the panel. A second rating sheet (UPM-NGOHS Form #3) shall be signed by the defense panel members for attaching to the final manuscript.

   B. "Approved" means minor revisions are required, with all members of the panel agreeing to the recommended revisions, as specified in writing and attached to the final report. A second rating sheet (UPM-NGOHS Form #3) shall be signed only after the student has incorporated the revisions and the defense panel members have certified to the acceptability of the revised manuscript, for attaching to the final manuscript. Submission of the revised manuscript must be done within one (1) year from the date of defense.

   C. "Failed" means substantial revisions are required by 50% of the total number of panel members, excluding the adviser, as specified in writing and attached to the final report. A second oral defense may be permitted and scheduled within the academic year. Failure to pass the second defense shall disqualify the student from their current program, as well as from other graduate programs offered by the same department or college.

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III. Transaction Fees

Document Requested	Fee
Certification of Candidacy for Graduation	Php 25 per copy
Certification of Enrolment	Php 25 per copy
Certification of General Weighted Average (GWA)	Php 25 per copy
Certification of Good Moral Character (GMC)	Php 25 per copy
Certification of Completion	Php 25 per copy
Certification of Class Ranking	Php 25 per copy
Certification of Year Level	Php 25 per copy
Certificate of Units Earned	Php 25 per copy
Certificate of Internship (for Board Exam application)	Php 25 per copy
Change of Matriculation	Php 10 per subject
Dropping of Subjects	Php 10 per unit
Removal Exam Fee	Php 20 per subject
Leave of Absence (LOA) Application	Php 150 per application
LOA Application (AWOL Fee)	Php 225 per application
True Copy of Grades	Php 25 per copy
Form 5	Php 25 per copy
Course Description	Php 40 per page

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REVISION REGISTER

REVISION DATE (dd/mm/yy)	REV	PAGE REVISED	DESCRIPTION OF ISSUANCE/ REVISION	EFFECTIVE DATE (dd/mm/yy)
-	0	All	Initial issuance	11/11/24
27/11/24	1	All	Added Table of Contents with hyperlink to subsections; added Section U. Graduate Program Thesis/Dissertation Proposal (UPM-NGS-WI-04F1/ UPM-NGOHS Form #12) and Section V. Graduate Program Thesis/Dissertation Defense (UPM-NGS-WI-04F2/ UPM-NGOHS Form #13)	27/11/24
15/01/25	2	All	Added Section L. Readmission Application due to Delinquency Status (Dismissed and Disqualified); added a hyperlink to the Return from LOA form available from the OUR website under Section M. Readmission Application from LOA Status and Section N. Readmission Application from AWOL Status	15/01/25
22/01/25	3	All	Added Section R. Application of Subjects Outside of the Curriculum (ASOC)	22/01/25
30/01/25	4	All	Updated Section T. Shifting/Transferring to Other University to differentiate requirements for those students transferring to another UP CU vs another University, and to indicate requirements for readmission and residency enrollment for students coming from LOA who cannot transfer yet during the semester	30/01/25
16/05/25	5	All	Updated Section I. Certificate and Document Requests to emphasize the official OCS communication channel for efficient staff monitoring; updated Section C. CP College Clearance to reiterate the appropriate steps in accomplishing the clearance form; updated Section J. MRR Extension for Graduate Students; updated Section K. Request for Late	16/05/25

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			Enrollment and Payment to emphasize the final signatories and revise the payment steps in line with the implementation of the new academic system	
13/06/25	6	All	Updated all sections to indicate whether they can be processed online or physical; updated Update Section J. MRR Extension for Graduate Students for the proper naming of the attachments	13/06/25
29/07/25	7	4	CP College Clearance Request - omitted OSA clearance as one of the requirements, per the University-College Clearance Alignment meeting on 25 July 2025	29/07/25
		18	Transaction Fees table - updated the non-assessment fees	
16/10/25	8	All	Uploaded the updated College Clearance Form (hyperlink).	16/10/25
10/02/26	9	All	Updated Section to remove instructions to send email to Ms. Melanie C. Luares, and replaced with instructions to directly send the email to the Office of the College Secretary; Updated sections requiring online processing, indicating that the letters must be submitted in .pdf version; Updated Section G. Dropping of Subjects to include instructions that the copy of the approved Dropping Form will be sent by the College SRE to the faculty member who signed the dropping form, and that students are encouraged to inform all members of the teaching team regarding their processed dropping.; Updated Section J. MRR Extension for Graduate Students to include that Attachment #5 - MRR Monitoring Checklist must be evaluated by the Program Adviser	10/02/26
05/03/26	10	All	Updated Section I. Certificate and Document Requests to include additional documents required for COI processing; Added Section IV. Directory of CP and UPM Officials; Updated letterhead for the whole document	05/03/26
09/03/26	11	All	Updated Section I. Certificate and Document Requests to reflect change in the office hours of the OCS; Updated Section IV. Directory of CP and UPM Officials to include the the email address of CP Officials	09/03/26

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10/04/26	12	All	Updated Section V. Request for RSA Penalty Computation (taken >=60 units) to update changes in the RSA Penalty deposit account from DBP to LBP	10/04/26

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