

OFFICE OF THE COLLEGE SECRETARY



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Email address: cas_ocs.uplb@up.edu.ph

formrequest_cas_ocs.uplb@up.edu.ph

Facebook page: facebook.com/uplbcas.ocs

Telephone number: (049)536-2435

Mobile number: +6396-868-82149

+6397-733-26988

Mailing address: CAS Office of the College Secretary

1F, CAS Building, UP Los Baños

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 BA Sociology & BS Computer Science
- Ms. Emie Garcia (Tita Emie): ecgarcia3@up.edu.ph

 BA Communication Arts, BS Mathematics and Science Teaching

 & BS Statistics
- Mr. Harry Exconde (Kuya Harry): hbexconde@up.edu.ph

 BA Philosophy, BS Applied Mathematics, BS Applied Physics,

 BS Chemistry, BS Mathematics, & BS Agricultural Chemistry
- Ms. Joan Lirio (Ate Joan): jolirio@up.edu.ph

 BS Biology, Non-degree & Cross-registered





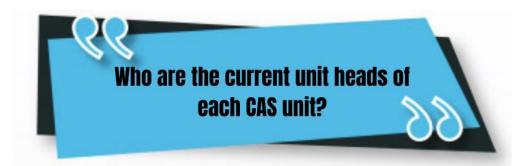
Dr. Maribel L. Dionisio-SeseDean

Dr. Chrysline Margus N. PiñolAssociate Dean

Prof. James Roldan S. Reyes
College Secretary

Prof. Gemalyn H. LozanoAssistant College Secretary





Dr. Vachel Gay V. Paller: Director, Institute of Biological Sciences

Dr. Marivic S. Lacsamana: Director, Institute of Chemistry

Prof. Jaderick P. Pabico: Director, Institute of Computer Science

Dr. Editha C. Jose: Director, Institute of Mathematical Sciences and Physics

Dr. Joyce DL. Grajo: OIC-Director, Institute of Statistics

Prof. Rowena D. Cardenas: Chair, Department of Human Kinetics

Dr. Leonora M. Fajutagana: Chair, Department of Humanities

Prof. Athenee P. Mercado: Chair, Department of Social Sciences

Prof. Rosemarie D. Eusebio: Coordinator, Mathematics and Science

Teaching Program

Dr. Gregorio Y. Ardales, Jr.: Principal, UP Rural High School



What is the email address of my home unit/department?

IBS: ibsdo.uplb@up.edu.ph

IC: ichem.uplb@up.edu.ph

ICS: ics.uplb@up.edu.ph

IMSP (Director's Office): imspdirector.uplb@up.edu.ph

IMSP Math Division: mathdivisionhead.uplb@up.edu.ph

IMSP Physics Division: physicsdivisionhead.uplb@up.edu.ph

INSTAT: instat.uplb@up.edu.ph

DHK: dhk.uplb@up.edu.ph

DHUM: dhum.uplb@up.edu.ph **DSS**: dss_cas.uplb@up.edu.ph

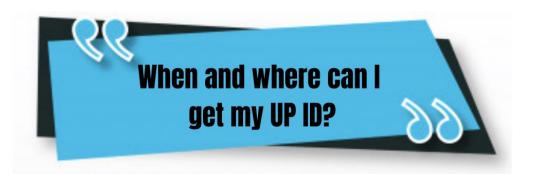
UP Rural High School: arc.uprhs@up.edu.ph





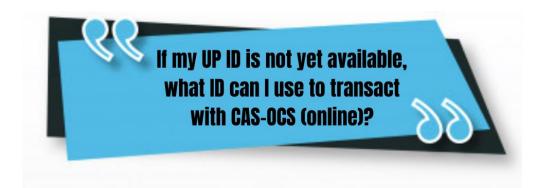
Upon registration, the **Office of the University Registrar (OUR)** will issue your UP mail account.





The Office of the University Registrar (OUR) is in-charge for the issuance of UP ID. You can send an email to OUR at our.uplb@up.edu.ph.





You can use any valid ID with photo.



How can I contact my Institute/Department regarding registration matters?

IBS: ibsregcom.uplb@up.edu.ph

IC: icregcom.uplb@up.edu.ph

ICS: icsregcom.uplb@up.edu.ph

IMSP Math: mathregcom.uplb@up.edu.ph

IMSP Physics: physicsregcom.uplb@up.edu.ph

INSTAT: instat_regcom.uplb@up.edu.ph

DHK: dhkregcom.uplb@up.edu.ph

DHUM: dhumregcom.uplb@up.edu.ph

DSS: dssregcom.uplb@up.edu.ph

UP Rural High School: arc.uprhs@up.edu.ph





This is the advanced registration prior to the regular registration schedule based on the approved Academic Calendar. The pre-registration data are being used by the Unit offering the course to project enrollment demand. You will be notified through your UP mail account on the pre-registration date assigned to you.





Through Student Academic Information System (SAIS) account,

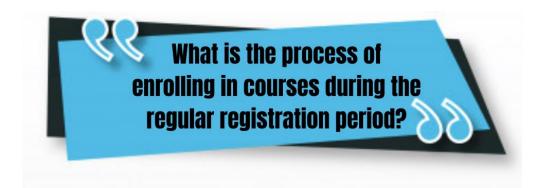
you will receive a message from OUR about the schedule and process of pre-registration.





Academic Calendar. Like the pre-registration period, you will be notified through your UP mail account about the schedule and process of registration.





It is through **SAIS**.
For the video tutorial,
please visit

https://itdc.up.edu.ph/uis/tutorials





You add/enlist in courses during pre-registration and general registration periods. You can also access your SAIS account during the change of matriculation period.



Where can I get information about pre-rog for courses offered by CAS?

IBS: ibsregcom.uplb@up.edu.ph

IC: icregcom.uplb@up.edu.ph

ICS: icsregcom.uplb@up.edu.ph

IMSP Math: mathregcom.uplb@up.edu.ph

IMSP Physics: physicsregcom.uplb@up.edu.ph

INSTAT: instat_regcom.uplb@up.edu.ph

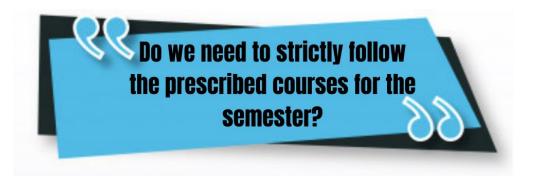
DHK: dhkregcom.uplb@up.edu.ph

DHUM: dhumregcom.uplb@up.edu.ph

DSS: dssregcom.uplb@up.edu.ph

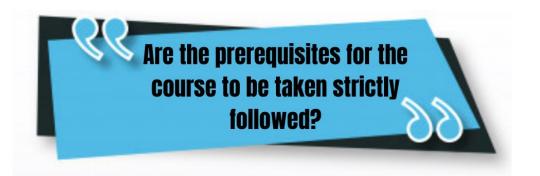
NSTP: rdcardenas@up.edu.ph





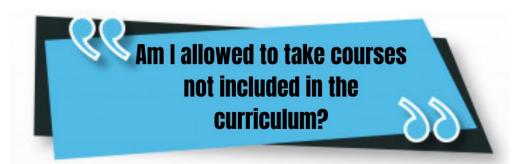
Yes. If you enrolled in a course that is not included in your curriculum, you will be forced dropped from the course.





Yes. However, you may opt to enroll in a higher course provided that the Institute/Department offering the course approves your waiver of prerequisite application.





You are encouraged to follow your curriculum and the approved plan of study (POS).

You will be forced drop from the course which is not included in your curriculum.





If you are waitlisted in a certain course, it does not mean you are automatically enrolled in the course. You need to enroll yourself when there is an available slot.





FLOW CHART

STUDENT

Accomplish the COI form and send this form to the faculty-in-charge



FACULTY

Sign the COI form and return the PDF COI form to the student



CAS-OCS

Send acknowledgement receipt to the student and gives him/her permission to enlist the course in SAIS



STUDENT

Send the PDF COI form signed by the faculty to CAS-OCS

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions

CAS-OCS

What are the steps to process a Modified Form 26?

For CAS students who will prerog to courses offered by CAS:

- 1. Ask the approval of the faculty-in-charge by sending an email.
- 2. Accomplish the Modified Form 26 which can be downloaded at https://tinyurl.com/UPLBCAS-OCSForms.
- 3. Send email to your assigned CAS-OCS student records evaluator (SREs).
- 4. CAS-OCS SRE will return the checked Modified Form 26 to student.
- 5. Send the checked form by CAS-OCS to the concerned faculty-in-charge.
- 6. Upon validation, the faculty-in-charge will return the Modified Form 26 to student
- 7. The Unit Registration Committee will give you permission to enlist the course in SAIS. Once permitted, you should enroll the course(s) thru SAIS.
- 8. Once all additional courses were validated, submit the form to the email address of your respective SRE (cc: Unit Registration Committee).

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions

Am I allowed to enroll beyond the prescribed maximum number of units in my curriculum?

Yes. However, you need to process an application for overloading. Here are acceptable reasons for overloading:

- Graduating within a year: need to submit the remaining plan of course work.
- With backlog for 1-2 semesters/ to avoid MRR*: need to submit the remaining plan of course work and SAIS screenshot of currently enrolled subjects.
- Meritorious (running for honors: to finish in 3 1/2 years)

Note: Without an approved overloading permit, you will be forced drop in the added subject(s).

*academic standing in the previous semester must be good





- 1. Send a letter of request which contains your name, student number, and reason for overloading with recommending approval of your adviser and unit head thru email: cas_ocs.uplb@up.edu.ph. The letter of request must be addressed to the College Secretary with the plan of the remaining of course work as attachment.
- 2. Once approved, download the permit for overloading at tinyurl.com/UPLBCAS-OCSForms.
- 3. Secure the signature of your adviser.
- 4. Submit the accomplished form to cas_ocs.uplb@up.edu.ph.

Note: Without an approved overloading permit, you will be forced drop in the added subject(s).



Am I allowed to enroll less than the minimum number of units?

Yes. However, you need to **process an application for underloading**. Here are **acceptable reasons for underloading**:

- *Health-related reasons*: need to present a medical certificate from the University Health Service.
- *Unavailability of courses*: need to submit certification from the major adviser and copy of the schedule of courses.
- *Employment*: need to submit appointment paper and payroll indicating the duration of employment.

Note: Students graduating with honors should have no underloading for any semester. For the semester with underloading, an approved permit must be filed.

asked

CAS-OCS

questions

*During the normal semester, 15 units is the minimum number of units. For AY 2020-2021, 12 units is the minimum number of units.

frequently



- 1. Send a letter of request which contains your name, student number, and reason for underloading with recommending approval of your adviser and unit head thru email: cas_ocs.uplb@up.edu.ph. The letter of request must be addressed to the College Secretary with the plan of remaining of course work as attachment.
- 2. Once approved, download the permit for underloading at tinyurl.com/UPLBCAS-OCSForms.
- 3. Secure the signature of your adviser.
- 4. Submit the accomplished form to cas_ocs.uplb@up.edu.ph.

*During the normal semester, 15 units is the minimum number of units. For AY 2020-2021, 12 units is the minimum number of units.





You can apply as a **non-degree student**. Please direct your queries to the OUR at **our.uplb@up.edu.ph**.



I was dismissed, how can I process my readmission?

- Accomplish necessary documents and submits them to the adviser to endorse the appeal for readmission.
- Submit the documents to the Unit Head to also endorse the appeal for readmission.
- Submit the documents to the following offices, in order: OVCSA (to endorse the appeal), CAS College Secretary's Office (to prepare the TCG, SAP, and Evaluation Sheet), and the CAS Dean's Office (for action to be taken).
- If the OVCSA and the Dean approve the appeal, proceed to registration otherwise, the documents will need to be submitted to the OVCAA for final action.

Note: Dismissed students seeking transfer to another college should first be readmitted to his/her current college. Request for transfer to another college should be processed the following semester.

For any concerns on readmission and reinstatement, please email
Tita Bolet at vubienes@up.edu.ph



When can I request a Form 5? What is the process of requesting a Form 5?

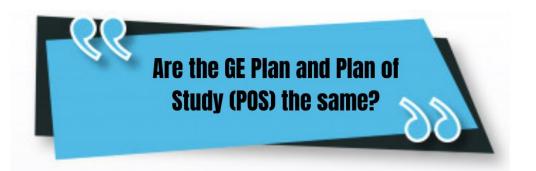
After the registration, an enrollment confirmation link will be posted on CAS-OCS official Facebook page: **facebook.com/uplbcas.ocs**.

Students have the option to have their Form 5 send to their UP mail.

For the copy of the old Form 5, please request it by accessing **tinyurl.com/UPLBCAS-OCSRequestForm**.

- For students with free tuition fees: CAS-OCS is in-charge of releasing the Form 5. However, it will only be available once OUR forwarded the Form 5 to CAS-OCS.
- For students with tuition fees: You should request the Form 5 from the OUR through **records_our.uplb@up.edu.ph** and submit a copy to CAS-OCS thru your respective Student Records Evaluator (SRE).





No. GE Plan is a list of the GE courses you have to take while the Plan of Study (POS) is a list of electives required in your curriculum.



I do not have a GE Plan or Plan of Study yet. Am I allowed to get any GE, elective course, and/or major subject?

For GE courses, it is allowed.

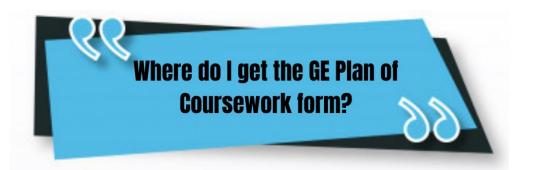
However, you are not allowed to take major courses/electives without submitting POS.





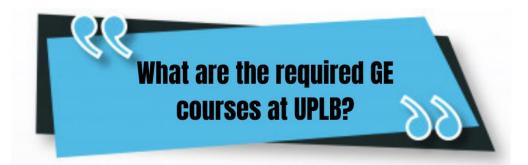
It must be filed during your **First Year, First Semester.**





- For Batch 2019 and below: The GE form is being accomplished manually.
- Starting from Batch 2020: A Google form is being used.





- For Batch 2017 and below: The GE courses to be taken depends on your curriculum.
- For Batch 2018 onwards: The required GE courses are the following:
 - HIST1/KAS 1 (Philippine History/Kasaysayan ng Pilipinas)
 - ETHICS 1 (Ethics and Moral Reasoning in Everyday Life)
 - ARTS 1 (Critical Perspectives in the Arts)
 - STS 1 (Science, Technology and Society)
 - COMM 10 (Critical Perspectives in Communication)
 - PI 10 (The Life and Works of Jose Rizal)



I am using the 2018 curriculum, how many units of GE electives should I take? What are the choices for GE electives?

You should take 9 units (3 subjects) of GE electives.

The following are the GE electives you can choose from:

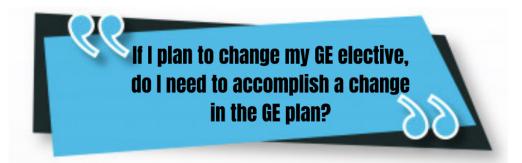
- PHILARTS 1 (Philippine Arts and Culture)
- WIKA 1 (Wika, Kultura, at Lipunan)
- HUM 3 (Reading Film, TV, and the Internet)
- PHLO 1 (Understanding Philosophy)
- PS 21 (Wika, Panitikan, at Kultura sa Ilalim ng Batas Militar ng Pilipinas)
- KAS 4 (Ang Kababaihan sa Kasaysayan ng Pilipinas)
- SAS 1 (Self and Society)
- SOSC 3 (Exploring Gender and Sexuality)
- SCIENCE 10 (Probing the Physical World)
- SCIENCE 11 (Living Systems: Concepts and Dynamics)
- MATH 10 (Mathematics, Culture and Society)





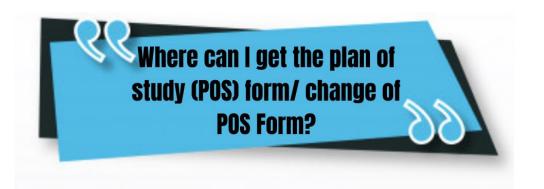
You **do not need** to accomplish a change in the GE plan form.





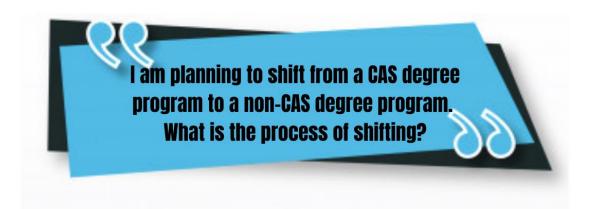
- Starting from Batch 2018: There is no need to accomplish a change in GE plan form.
- For Batch 2017 and older: **Yes**. You need to accomplish a change in the GE plan form. The form can be accessed through tinyurl.com/UPLBCAS-OCSForms.





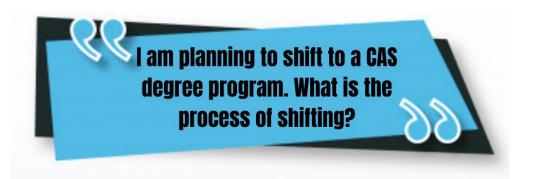
The form can be requested from your Institute/Department.





You should inquire from the College you plan to shift to.





Write a Letter of Intent addressed to the College Secretary specifying your reason(s) for shifting. In addition, you have to submit a copy of your TCG. For minimum requirements, please visit CAS-OCS official Facebook page facebook.com/uplbcas.ocs.



I am enrolled at UPLB and I am planning to cross-register to other UP campus. Am I allowed to cross-register?

Submit a letter of request to the CAS-OCS duly signed by you, your parent/guardian, adviser and unit head. You are required to submit as attachment the grade of the courses you have enrolled. The enrolment of the cross-registrant is subject to the approval of the Dean (through the College Secretary) of the home unit and the accepting units/colleges. The total number of units allowed for cross-registration is the regular load and shall not exceed the maximum allowed rule on academic load.





Please direct your queries to our.uplb@up.edu.ph.

For more information, you may visit their website at https://our.uplb.edu.ph.





For each academic year, the approved academic calendar specifies period for dropping with evaluation.





FLOW CHART

STUDENT

Send the application letter for dropping to CAS-OCS



CAS-OCS

Send the dropping slip to the student



CAS-OCS

Send the approved dropping slip to the student and faculty-in-charge



STUDENT

Fill out the dropping slip and send the accomplished PDF dropping slip to CAS-OCS

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions



You can complete/remove the grade of 4.0 within one-year period including Midyear provided you are officially enrolled for the term in which you intend to complete/remove the grade of 4.0.





FLOW CHART

STUDENT

Accomplish the removal/completion permit form and send the form together with the Form 5 as an attachment to the faculty.



FACULTY

Verify and sign the removal/completion permit form and send the PDF permit form to CAS-OCS



CAS-OCS

CAS-OCS

Send the approved PDF permit to the faculty and student



Approved

Check and approve/disapprove the permit form



Disapproved

CAS-OCS

Send the disapproved PDF permit to the faculty and student

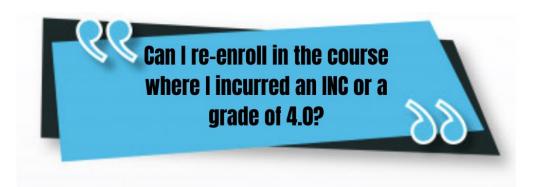


frequently asked questions

CAS-OCS

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.

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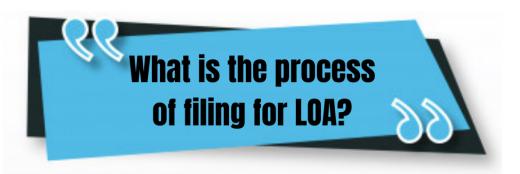
Yes. You can re-enroll the course where you incurred an INC or a grade of 4.0 for the succeeding semester.





You can file the LOA as early as the start of the semester and until the deadline specified in the approved academic calendar.





FLOW CHART

STUDENT

Send the application letter for LOA to CAS-OCS



CAS-OCS

Send the Application for LOA form to the student



CAS-OCS

Send the approved form to the student



STUDENT

Fill out the form and send the accomplished PDF form to CAS-OCS

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions



For a four-year course, MRR is up to 6 years while for a five-year course, it is up to 7.5 years.



If I have reached the maximum residence rule (MRR), how can I file for extension?

- Accomplish necessary documents and submits them to the adviser to endorse the appeal.
- Submit the documents to the Department Chair or Institute Director to also endorse the appeal.
- Submit the documents to CAS-OCS. Documents such as TCG, SAP, and Evaluation Sheet will then be prepared.
- Submit the documents to the College Dean for review. If favorable, the College Dean endorses the appeal.
- Submit the documents to the Vice-Chancellor for Academic Affairs for final action.

For any concerns on MRR, please email Tita Bolet at vubienes@up.edu.ph



I have finished all the academic requirements for my degree program. What is the process for applying for graduation?

- Please download the Application for Graduation form at tinyurl.com/UPLBCAS-OCSForms.
- Send the accomplished PDF form with subject line: "Degree Program: Application for Graduation" to your respective SRE's email address.
- The deadline of submission is usually announced on the CAS-OCS official Facebook page: facebook.com/uplbcas.ocs

Online Payment of Graduation Fee thru Link.biz Portal

- 1. Visit the the Landbank Link. Biz Portal
- 2. Click the "PAY NOW" button.
- 3. Then in Select Merchant, search for University of the Philippines Los Baños.
- 4. Click "Continue".
- 5. Select Transaction Type.
- 6. In a drop down list select: Graduation Fee and the desired Payment Option (Cash or Landbank/ATM)
- 7. Supply the necessary details required for the transactions:

In field "Amount", enter the amount: 300.00

In field "Reference No.", enter the account number: 9310800

Review details before finalizing your transaction.

- 8. Click "Submit" and wait for further instructions
- 9. Fill out the form at tinyurl.com/CAS-OCSPayment for the CAS-OCS to process your clearance. In the form, you will be asked to upload the electronic copy of the receipt/ proof of payment.



What are the certifications/ documents that I can request from CAS-OCS?

- Bonafide Student/ Enrollment
- Completion of Academic Requirement (for Graduate students)
- Completion of Proficiency Examination in Physical Education
- General Weighted Average (GWA)
- Good Moral Character (GMC) by the College Secretary
- Good Moral Character (GMC) by the Dean
- Graduation, Non-Contract, Prospective candidate for graduation
- Rank with GWA and/or GPA (for Class 2013 onwards)
- Remaining units, Required units for graduation, Scholastic standing,
 Shiftee to/from CAS to/from other College
- Units earned, Units required in the curriculum, and Year Level/Classification

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions

To what email address should I send my concern?

- cas-ocs.uplb@up.edu.ph: For general concerns/inquiries like inquiry from student
 or faculty, application letter for dropping, underloading, and overloading of
 subjects, inquiries on non-degree status, and cross-registration, submission of
 grade sheet (from a DFG status)
- formrequest_cas_ocs.uplb@up.edu.ph: For specific concerns like request of True
 Copy of Grade (TCG) and various certificates, request for a Certified True Copy of
 Form 5, student classification, and certification of Tuition Fee Exemption, Filing of
 Plan of Study and General Education (GE) Plan of Coursework, Request for
 Change of Plan of Study, GE Plan and Change of Adviser, Application for
 removal/completion permit
- vubienes@up.edu.ph: For Application for substitution of courses, Transferring, Shifting, Re-admission, Reinstatement, Extension of Residency, and Leave of Absence, Application for College Clearance and University Clearance

Some CAS-OCS forms are already available for download from tinyurl.com/UPLBCAS-OCSForms



frequently asked questions

I need a True Copy of Grades (TCG) for my scholarship grant, what is the process of requesting for a TCG?

FLOW CHART

APPLICANT

Download the request form and fill out the application form using the link



CAS-OCS

Send the acknowledgement receipt



CAS-OCS

Send the PDF file of requested document(s)

Download the request form at tinyurl.com/UPLBCAS-OCSForms
Fill out the application form at tinyurl.com/UPLBCAS-OCSRequestForm
For more details, please visit CAS-OCS official Facebook page:

facebook.com/uplbcas.ocs.

For the payment:

- 1. Visit the Landbank Link.BizPortal
- 2. Click the "PAY NOW" button.
- 3. Then in Select Merchant, search for University of the Philippines Los Baños.
- 4. Click "Continue".
- 5. Select Transaction Type.
- 6. In a drop down list select: College Fees and the desired Payment Option (Cash or Landbank/ATM)
- 7. Supply the necessary details required for the transactions: In field "Amount", enter the amount appropriate for your transaction considering the number of pages and copies of your document. In the field "Purpose of payment" indicate the document you are requesting TCG.

In field "Reference No.", enter the account number: 9300523 In field "College/Code", enter: CAS

Review details before finalizing your transaction.

- 8. Click "Submit" and wait for further instructions
- 9. Fill out the form at tinyurl.com/CAS-OCSPayment for the CAS-OCS to process your requested document(s). In the form, you will be asked to upload the electronic copy of the receipt/ proof of payment.

frequently asked questions



FLOW CHART

STUDENT

Send the accomplished CAS-OCS Form No. 16 to adviser



ADVISER

Sign the form and send it to CAS-OCS



CAS-OCS

Send the College Clearance to the student signed by the College Secretary

For more details, please visit CAS-OCS official Facebook page: facebook.com/uplbcas.ocs.



frequently asked questions

What are the contact details of the Office of the College Secretary (OCS) of the different colleges?

CAFS: cafs_ocs.uplb@up.edu.ph; (049) 536-2329

CAS: cas_ocs.uplb@up.edu.ph; (049) 536-2435

CDC: secretary@devcom.edu.ph; (049) 536-2429

CEM: cem_ocs.uplb@up.edu.ph; (049) 536-2716

CEAT: ceat_ocs.uplb@up.edu.ph; (049) 536-7450

CFNR: cfnr_ocs.uplb@up.edu.ph; (049) 536-3524

CHE: che_ocs.uplb@up.edu.ph; (049) 530-9201

CVM: vetmedocs.uplb@up.edu.ph; (049) 543-0672





CAS-OCS is always happy to serve you.

Palagi tayong magCASama!



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