



**UNIVERSITY OF THE PHILIPPINES**

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**Office of the Vice President for Academic Affairs**

5 August 2022

OVPAA Memorandum 2022-116

For: **THE VICE CHANCELLORS FOR ACADEMIC AFFAIRS  
THE UNIVERSITY REGISTRARS**

From : Maria Cynthia Rose Banzon Bautista  
Vice President for Academic Affairs

Subject: **HARMONIZED FEES FOR DOCUMENTS ISSUED BY THE OFFICE OF  
THE UNIVERSITY REGISTRARS OF ALL UP CONSTITUENT UNIVERSITIES**

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This is to inform you that the proposed harmonized fees for the documents issued by the Office of the University Registrars have been approved by President Concepcion on 3 August 2022.

For your reference, attached herewith is the [approval](#).

Thank you very much.



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**Office of the Vice President for Academic Affairs**

27 July 2022

**DANILO L. CONCEPCION**  
President  
University of the Philippines

Dear President Concepcion,

The UP Office of the Vice President for Academic Affairs instituted the Task Force on Harmonizing Procedures Related to Admission Matters in March 2022. They are mandated to review procedures related to admissions and make appropriate recommendations to harmonize these across the CUs.

As part of the harmonization, uniform forms and flowcharts on admission and registration procedures were agreed on. In addition, rates for the documents issued by the OUR were discussed. After comparison of the rates, the Task Force recommends adopting the highest rate charged by a CU for consistency (See attached Annex A). In connection with this, may we request approval of these harmonized fees?

Thank you very much.

Truly yours,

**MARY DELIA G. TOMACRUZ, DBA**  
Officer-In-Charge

APPROVED:

**DANILO L. CONCEPCION**  
President

AUG 03 2022

Annex A. Proposed changes in the rates charged for documents issued by the OUR

Document	Rates		Remarks
	From	To	
Application for admissions (non-Filipino citizens)	<p>₱ 150 for <u>immigrants</u> as followed by UPB, UPC, UPD</p> <p>\$ 20 for <u>non-immigrants</u> as followed by UPB, UPC, UPLB, UPM, UPMIN, and UPV;</p> <p>\$ 30 for UPD; and</p> <p>\$ 100 for UPOU graduate student and \$75 for their undergraduate student</p>	<p>₱150 for immigrants</p> <p>\$30 for non-immigrants</p>	
Certificate of Enrollment	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMIN and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Graduation	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMin and UPV</p> <p>₱ 50 for UPM</p> <p>₱ 60 for UPC</p>	₱50	per page
Certificate of Cumulative GWA	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMin and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Year Level Standing	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMin</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
Certificate of Units Earned	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPmin and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	per page
True Copy of Grades	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPLB</p> <p>₱ 40 for UPMin</p> <p>₱ 50 for UPC and UPM</p>	₱50	Adopted UPC's rate ( <u>approval</u> )
Transcript of Records (per page)	<p>₱ 30 for UPB and UPOU</p> <p>₱ 50 for UPC, UPD, UPLB, UPM, UPMin, and UPV</p>	₱50	Adopted UPM's rate ( <u>approval</u> )
English Translation of Diploma	<p>₱ 20 for UPB</p> <p>₱ 50 for UPC, UPD, UPLB, UPM, UPMin, UPOU, UPV</p>	₱50	Adopted UPM's rate ( <u>approval</u> )
Course Description	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD</p> <p>₱ 40 for UPMin and UPV</p> <p>₱ 50 for UPC, UPLB, UPM</p>	₱50	
No Objection Letter & Special Certification	<p>₱ 20 for UPB and UPOU</p> <p>₱ 30 for UPD and UPLB</p> <p>₱ 40 for UPMin and UPV</p> <p>₱ 50 for UPC and UPM</p>	₱50	

Certification, Authentication, and Verification (requested by the student)	₱ 20 for UPOU ₱ 30 for UPD ₱ 40 for UPV ₱ 50 for UPB, UPC, UPLB ₱ 100 for UPM and UPMin	₱100	Adopted UPM's rate ( <u>approval</u> )
Verification Fee (requested by a third party)	₱ 50 for UPB and UPOU ₱ 100 for UPC, UPD, UPLB, UPM, UPMin, UPV	₱100 local \$30 international	exclusive of mailing fee

UNIVERSITY OF THE PHILIPPINES  
Quezon City

POWERS & FUNCTIONS (PRESIDENT)

Excerpt from the Minutes of the 1142<sup>nd</sup> Meeting of the Board of Regents held on 26 May 2000

VI. POLICY MATTERS FOR APPROVAL OF THE BOARD

Matters recommended for approval by the President, the action of the Board being indicated at the end of each item:

- A. **Authority for the President to fix and revise all fees regardless of the rate of increase, except tuition and laboratory fees for academic programs, without need for further reporting to the Board**

Under existing delineation of authority, the President is authorized to fix and revise all fees (e.g., student fees, fees for non-degree programs, rental of equipment, facilities, selling prices of materials reproduced/fabricated by the University, etc.) except tuition fees and laboratory fees for academic programs, subject to reporting to the Board of Regents, and provided, that the increase does not exceed 100% or P100.00, whichever is higher.

Board action: Approval

CERTIFIED CORRECT:

**MAXIM V. GREGORIO**  
Secretary of the University,  
and of the Board of Regents

26 May 2000

- cc: The Vice President for Academic Affairs
- The Vice President for Planning and Finance
- The Vice President for Administration
- The Vice President for Development
- The Vice President for Public Affairs
- The Chancellor, U.P. Diliman *Maxim V. Gregorio*
- The Chancellor, U.P. Los Baños
- The Chancellor, U.P. Open University
- The Chancellor, U.P. Manila
- The Chancellor, U.P. Visayas
- The Chancellor, U.P. Mindanao
- The Dean, U.P. College Baguio
- The Director, UPS, Financial Management Office
- The Auditor