




University of the Philippines Manila
The Health Sciences Center

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OVCAA MEMORANDUM

TO : **Deans
College Secretaries**

FROM : 
NYMIA P. SIMBULAN, DrPH
Vice Chancellor for Academic Affairs

RE : **Processing of Requests for Late Registration/Enrollment**

To ensure every student requesting for late registration/enrollment is properly accounted for by the Office of the University Registrar (OUR), all requests for late registration/enrollment should be endorsed first by the University Registrar prior to submitting the request to the Office of the Vice Chancellor for Academic Affairs (OVCAA). This will also help ensure there are no discrepancies in the UP Manila's billing statement to CHED for the total tuition subsidies awarded to students.

To reiterate the process, please refer to the steps below.

- 1) The student writes a letter of request for late registration/enrollment addressed to the Vice Chancellor for Academic Affairs (VCAA).
- 2) The College Secretary or Dean endorses the letter of request.
- 3) The University Registrar endorses/recommends the approval of the request.
- 4) The VCAA approves the request.

For requests for late payment, the College Secretary's or Dean's endorsement to the VCAA would suffice. There is no need to secure the University Registrar's recommendation.

For your information, guidance, and compliance.