

# INSTRUCTIONS FOR REQUESTING OFFICIAL TRANSCRIPT OF RECORDS

1. Get your latest university clearance; online clearance form can be accessed at <https://forms.gle/FFpEgyXxFxtU3QJA7> (IF FIRST TIME TO REQUEST and for STUDENTS WHO GRADUATED on 21 JULY 2022)

PLEASE NOTE THAT THE UNIVERSITY CLEARANCE PASSES THROUGH 8 OFFICES. We can only release this after all offices have cleared you.

2. Indicate the purpose for the request for OTR (whether for employment, further studies, etc.)

\*If this is your first request for purposes of employment, the required fee will be waived in compliance with RA 11261, or the "First Time Jobseekers Assistance Act" . In line with this, you are required to submit a proof of your eligibility in the form of a Barangay Certificate as part of the requirements set by the law in order to waive the request fee for your transcript.

REMINDERS:

- Please make use of your complete name submitted in your student record not married name;
- Indicate your Student Number and if you graduated or not.
- Students whose graduation was in/before APRIL, 1999 and students whose last enrolment was 1997 or earlier are advised to file their applications for OTR in UP Diliman.

3. Pay the EXACT FEES for the following:

- |                                  |   |                             |
|----------------------------------|---|-----------------------------|
| • Official Transcript of Records | - | P150.00/copy                |
| • Certified True Copy of OTR     | - | P60.00/copy (if applicable) |

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other banchnet banks using the following accounts:

Development Bank of the Philippines Baguio Branch  
Account Name: UP Baguio Revolving Fund  
Current Account No.: 0-00364-510-7

Or

Land Bank of the Philippines  
Account Name: UP BAGUIO REVOLVING FUND  
GOVERNOR PACK ROAD  
BAGUIO CITY  
Account Number: 0221-3287-28

Kindly send us a scanned copy of the SUCCESSFUL remittance/deposit slip as soon as the required fee is paid. PROCESSING OF DOCUMENTS WILL ONLY BEGIN AFTER PAYMENT.

Lastly, MAINTAIN ONE EMAIL THREAD ONLY FOR EASIER MONITORING ON OUR END.

Please note that the Official Transcript of Records cannot be sent online. We can only send certified true copies of the transcript online. To get the hard copy of the transcript, you may get this personally from the OUR, or have it picked up by your authorized representative (with a printed and duly signed authorization letter and both of your valid IDs) from the office. If the above is not possible, you may ask a courier service provider (e.g. ERS Courier Services, Errand Runner Service, Food Ninja, JRS Express Ltd., ABest Courier Service or DHL – for international service only) to pick this up from the office.

Processing time for the OTR is a minimum of 15 working days.

Thank you and stay safe,  
Marie

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3. Pay the EXACT FEES for the following:

- |                                  |   |                             |
|----------------------------------|---|-----------------------------|
| • Official Transcript of Records | - | P100.00/copy                |
| • Certified True Copy of OTR     | - | P40.00/copy (if applicable) |

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## REMINDERS:

- **Please make use of your complete name submitted in your student record not married name;**
- **Indicate your Student Number and if you graduated or not.**
- **Students whose graduation was in/before APRIL, 1999** and students whose last enrolment was **1997 or earlier** are advised to file their applications for OTR in UP Diliman.

3. Pay the **EXACT FEES** for the following:

- |                                  |   |             |                 |
|----------------------------------|---|-------------|-----------------|
| • Official Transcript of Records | - | P50.00/copy |                 |
| • Certified True Copy of OTR     | - | P20.00/copy | (if applicable) |

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

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Marie

**Honorable Dismissal (Undergraduate – 1<sup>st</sup> & 2<sup>nd</sup> year students)**

**The following are the requirements for the release of Honorable Dismissal (HD):**

1. Letter from parents (not guardian) stating the reason for HD addressed to:

THE UNIVERSITY REGISTRAR  
Office of the University Registrar  
University of the Philippines Baguio  
Baguio City, 2600

*\*to be uploaded in this email thread*

2. Latest University clearance; **online clearance form can be accessed at**  
<https://forms.gle/FFpEgyXxFxtU3QJA7>

3. Exit counseling from the Office of Counseling and Guidance;

Note: Contact directly the OCG, their email address is [ocg.upbaguio@up.edu.ph](mailto:ocg.upbaguio@up.edu.ph) or  
FB Account: Patnubay UPB-OCG

*\*to be uploaded in this email thread*

4. Official Transcript of Records (OTR); *(if applicable)*

Note: We can only issue an OTR for evaluation purposes only

5. Proof of payments for:

- |  |               |                        |
|--|---------------|------------------------|
| • Honorable Dismissal                  | - P50.00      |                        |
| • Certificate of No Disciplinary Case  | - P50.00      |                        |
| • True Copy of Grades                  | - P50.00      |                        |
| • Official Transcript of Records (OTR) | - P50.00      |                        |
| • Certified True Copy of OTR           | - P20.00/copy | <i>(if applicable)</i> |

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

Development Bank of the Philippines Baguio Branch  
Account Name: UP Baguio Revolving Fund  
Current Account No.: 0-00364-510-7

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GOVERNOR PACK ROAD  
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Thank you and stay safe,  
Marie

**Honorable Dismissal (Undergraduate – 3<sup>rd</sup> year students)**

**The following are the requirements for the release of Honorable Dismissal (HD):**

1. Letter from parents (not guardian) stating the reason for HD addressed to:

THE UNIVERSITY REGISTRAR  
Office of the University Registrar  
University of the Philippines Baguio  
Baguio City, 2600

*\*to be uploaded in this email thread*

2. Latest University clearance; **online clearance form can be accessed at**  
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3. Exit counseling from the Office of Counseling and Guidance;

Note: Contact directly the OCG, their email address is [ocg.upbaguio@up.edu.ph](mailto:ocg.upbaguio@up.edu.ph) or  
FB Account: Patnubay UPB-OCG

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4. Official Transcript of Records (OTR); *(if applicable)*

Note: We can only issue an OTR for evaluation purposes only

5. Proof of payments for:

- |  |                                      |
|--|--------------------------------------|
| • Honorable Dismissal                  | - P50.00                             |
| • Certificate of No Disciplinary Case  | - P50.00                             |
| • True Copy of Grades                  | - P50.00                             |
| • Official Transcript of Records (OTR) | - P100.00                            |
| • Certified True Copy of OTR           | - P40.00/copy <i>(if applicable)</i> |

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**Honorable Dismissal (Undergraduate – (4<sup>th</sup> year students and Alumni)**

**The following are the requirements for the release of Honorable Dismissal (HD):**

1. Letter from parents (not guardian) stating the reason for HD addressed to:

THE UNIVERSITY REGISTRAR  
Office of the University Registrar  
University of the Philippines Baguio  
Baguio City, 2600

*\*to be uploaded in this email thread*

2. Latest University clearance; **online clearance form can be accessed at**  
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FB Account: Patnubay UPB-OCG

*\*to be uploaded in this email thread*

4. Official Transcript of Records (OTR); *(if applicable)*

Note: We can only issue an OTR for evaluation purposes only

5. Proof of payments for:

- |  |                                      |
|--|--------------------------------------|
| • Honorable Dismissal                  | - P50.00                             |
| • Certificate of No Disciplinary Case  | - P50.00                             |
| • True Copy of Grades                  | - P50.00                             |
| • Official Transcript of Records (OTR) | - P150.00                            |
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*Honorable Dismissal (Undergraduate – (Graduate Students)*

**The following are the requirements for the release of Honorable Dismissal (HD):**

1. Signed letter stating the reason for HD addressed to:

THE UNIVERSITY REGISTRAR  
Office of the University Registrar  
University of the Philippines Baguio  
Baguio City, 2600

*\*to be uploaded in this email thread*

2. Latest University clearance; **online clearance form can be accessed at**  
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3. Exit counseling from the Office of Counseling and Guidance;  
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FB Account: Patnubay UPB-OCG

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5. Proof of payments for:
- |                                       |   |              |   |
|---------------------------------------|---|--------------|---|
| • Honorable Dismissal                 | - | P50.00       |   |
| • Certificate of No Disciplinary Case | - | P50.00       |   |
| • True Copy of Grades                 | - | P50.00       |   |
| • Official Transcript of Records      | - | P200.00/copy | <i>(P200 for 4 pages; additional payment of P50/page if TOR is more than 4 pages)</i>               |
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## Certification Authentication and Verification (CAV)

Please pay for the corresponding fees as follows:

- Official Transcript of Records - P150.00/copy  
For OTR, get your latest university clearance; online clearance form can be accessed at <https://forms.gle/FFpEgyXxFxtU3QJA7>
- Certified True Copy of OTR - P60.00/ copy (20.00/page)
- Certified True Copy of diploma - P20.00/copy
  - *Kindly upload your scanned diploma on this email thread*
- Translation of diploma - P50.00/copy
- Certified true copy of translation - P20.00/copy
- CAV/Verification fee - P100.00

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**INSTRUCTIONS/REQUIREMENTS FOR TRANSFER TO OTHER UP UNITS:**

Please pay for the following documents:

- True Copy of Grades - P50.00/copy
- Certificate of No Disciplinary Case - P50.00/copy
- Certificate of No Contract - P50.00/copy

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# INSTRUCTIONS FOR REQUESTING CERTIFIED TRUE TEXT OF DIPLOMA

*(UP Baguio does not issue second copy of Diploma, we issue Certified True Text of Diploma)*

1. Secure/apply for an Affidavit of Loss

*\*to be uploaded in this email thread*

**NOTE: WE CAN ONLY ISSUE ONE COPY OF CERTIFIED TRUE TEXT OF DIPLOMA**

Please pay for the corresponding fees as follows:

- Certified True Text of Diploma - P200.00
- Certified True Copy of Certified True Text of Diploma - P20.00/copy

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other banchnet banks using the following accounts:

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# INSTRUCTIONS FOR REQUESTING DIPLOMA TRANSLATION

1. Send/upload a scanned copy of your diploma in this email thread

2. Please pay for the corresponding fee:

- Diploma Translation - P50.00/copy

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other banchnet banks using the following accounts:

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Marie

## INSTRUCTIONS FOR REQUESTING CERTIFIED TRUE COPY OF DIPLOMA

1. Send/upload a scanned copy of your diploma in this email thread

2. Please pay for the corresponding fee:

- Certified True Copy (CTC) of Diploma - P20.00/copy

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

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# INSTRUCTIONS FOR REQUESTING COURSE DESCRIPTION

Please pay for the corresponding fee depending on your year level:

- 1<sup>st</sup> year students - P 20.00/copy
- 2<sup>nd</sup> year students - P 40.00/copy
- 3<sup>rd</sup> year students - P 60.00/copy
- 4<sup>th</sup> year students / Alumni - P100.00/copy

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Marie



## INSTRUCTIONS FOR REQUESTING TRUE COPY OF GRADES (TCG)

1. Please pay P50.00/copy
2. Indicate your preferred format (e-copy or hard copy), choose one only.

**NOTE: Processing time for TCG is a minimum of 4 working days.**

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

Development Bank of the Philippines Baguio Branch  
Account Name: UP Baguio Revolving Fund  
Current Account No.: 0-00364-510-7

Or

Land Bank of the Philippines  
Account Name: UP BAGUIO REVOLVING FUND  
GOVERNOR PACK ROAD  
BAGUIO CITY  
Account Number: 0221-3287-28

**Kindly send us a scanned copy of the SUCCESSFUL remittance/deposit slip as soon as the required fee is paid. PROCESSING OF DOCUMENTS WILL ONLY BEGIN AFTER PAYMENT.**

**Lastly, MAINTAIN ONE EMAIL THREAD ONLY FOR EASIER MONITORING ON OUR END.**

Thank you and stay safe,  
Marie

# INSTRUCTIONS FOR REQUESTING CERTIFICATE OF ENROLLMENT

1. Send/upload your duly signed Form 5 (sign under pledge and assent and indicate the date of signing)
2. Please pay **P50.00/copy**

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

Development Bank of the Philippines Baguio Branch  
Account Name: UP Baguio Revolving Fund  
Current Account No.: 0-00364-510-7

Or

Land Bank of the Philippines  
Account Name: UP BAGUIO REVOLVING FUND  
GOVERNOR PACK ROAD  
BAGUIO CITY  
Account Number: 0221-3287-28

**Kindly send us a scanned copy of the SUCCESSFUL remittance/deposit slip as soon as the required fee is paid. PROCESSING OF DOCUMENTS WILL ONLY BEGIN AFTER PAYMENT.**

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Thank you and stay safe,  
Marie

# INSTRUCTIONS FOR REQUESTING VARIOUS CERTIFICATIONS

Please pay for the corresponding fees as follows:

- |  |               |
|--|---------------|
| • Certificate of Graduation  | - P50.00/copy |
| • Certificate of No Disciplinary Action                            | - P50.00/copy |
| • Certificate of No Contract                                       | - P50.00/copy |
| • Certificate of Units Earned                                      | - P50.00/copy |
| • Certificate of Medium of Instruction                             | - P50.00/copy |
| • Certificate of Grade Equivalence                                 | - P50.00/copy |
| • Certificate of Non-Issuance of Honorable Dismissal for Graduates | - P50.00/copy |
| • Certificate of Non-Issuance of S.O. Number                       | - P50.00/copy |

You may pay directly at UPB Cash Office (kindly submit the Official Receipt to the OUR) or payments may be done through any DBP or Landbank branches or other bancnet banks using the following accounts:

Development Bank of the Philippines Baguio Branch  
Account Name: UP Baguio Revolving Fund  
Current Account No.: 0-00364-510-7

Or

Land Bank of the Philippines  
Account Name: UP BAGUIO REVOLVING FUND  
GOVERNOR PACK ROAD  
BAGUIO CITY  
Account Number: 0221-3287-28

**Kindly send us a scanned copy of the SUCCESSFUL remittance/deposit slip as soon as the required fee is paid. PROCESSING OF DOCUMENTS WILL ONLY BEGIN AFTER PAYMENT.**

**Lastly, MAINTAIN ONE EMAIL THREAD ONLY FOR EASIER MONITORING ON OUR END.**

Thank you and stay safe,  
Marie

**List of Certifications that does not require payment (purpose: for scholarship)**

- CERTIFICATE OF ENROLLMENT
  - Send/upload your duly signed Form 5 (sign under pledge and assent and indicate the date of signing)
- CERTIFICATE OF NO DISCIPLINARY ACTION
- TRUE COPY OF GRADES
  - Indicate your preferred format (e-copy or hard copy), choose one only.
  - NOTE: Processing time for TCG is a minimum of 4 working days.
- CERTIFICATE OF NON-ISSUANCE OF ID
  - Send/upload your duly signed Form 5 (sign under pledge and assent and indicate the date of signing)