

Ceat Downloadables

Application for GE Elective Plan of Study

Instructions:

Step 1: Fill-out the form legibly (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/02/CEAT-GE-Plan-of-Study-Form-v.2025.pdf>).

Step 2: Have it signed by your adviser.

Step 3: Print 2 copies and submit the accomplished form to OCS for approval of the College Secretary.

*NOTE: Once approved, we will notify you via your UP mail to claim your copy here at the OCS.

Application of Plan of Course Work

Instructions:

Step 1: Fill-out the form legibly up to letter D in the form. (https://ceatocs.uplb.edu.ph/wp-content/uploads/2023/09/POCW_09132022.pdf)

Step 2: Have it signed by your Adviser & Dept. Chair.

Step 3: Print 2 copies and submit the accomplished form to OCS for approval of the College Secretary.

NOTE: Once approved, we will notify you via your UP mail to claim your copy here at the OCS. # Application for Graduation Instructions (Online Processing):

Reminder: Rename the file as Degree_LastName, FirstName (e.g. BSCE_DelaCruz, Juan)

Step 1: Fill-out the form legibly. (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/02/UP-Form-Application-for-Graduation-CEAT-rev.2.pdf>)

Step 2: Submit the form via CEAT Students Forms Submissions # Application for Revision in the Approved Plan of Course Work Instructions:

Step 1: Fill-out the form legibly. (https://ceatocs.uplb.edu.ph/wp-content/uploads/2023/09/ChangeGEPOCWOnline_10252022.pdf)

Step 2: Must be signed by the Adviser and Dept. Chair

Step 3: Print 2 copies and submit the accomplished form to OCS for approval of the College Secretary.

*NOTE: Once approved, we will notify you via your UP mail to claim your copy here at the OCS.

Application for Shifting to CEAT

Instructions (Online Processing):

Step 1: Submit letter of intent addressed to CEAT Dean Prof. Rex B. Demafelis, noted by parent/s, registration adviser and department chair of your present college.

Step 2: Attached TCG (all) for evaluation. If the current semester of TCG is not yet available, submit a clear copy of screenshot of SAIS grades.

Step 3: Submit the letter to CEAT OCS office located at 1st floor, Dr. Dante B. De Padua Hall, Pili Drive.

Minimum Requirements:

1. At least 30 units earned
2. With Over All GWA (General Weighted Average) – 2.50 or better
3. Grades in Physical Sciences – 2.00 or better (Math, Physics, Chemistry etc.)

*We remind applicants that slots are limited. Meeting the minimum requirements does not guarantee acceptance to the program.

** Checklist for Shifting (submit once request for admission has been approved)

1. Application for shifting (OCS staff will send it)
2. College Clearance (from previous college secretary's office)
3. GE Plan of Course Work (downloadable in this website)
4. Certificate of Good Moral (from previous college secretary's office)
5. Certificate of not under contract (from previous college secretary's office)
6. Substitution of courses (if any) (downloadable in this website)
7. List of courses to be credited (indicate which courses taken will be credited in the new program or will be extra courses)

8. True copy of grades (all semesters) purpose: for permanent record of CEAT. The OCS staff will send it. # Application for Transfer to CEAT (T1) GENERAL PROCEDURE for TRANSFERRING FROM OTHER CONSTITUTE UNIVERSITIES (T1)
9. Student submits application to transfer through the online college portal of the

Accepting CU on or before the deadline set by the college or school, as applicable.

Document requirements:

- a. Accomplished Application Form (<http://ceatocs.uplb.edu.ph/wp-content/uploads/2023/12/Undergraduate-Application-Form-3-2023.pdf>)
- b. True Copy of Grades
- c. Certificate of Enrollment
- d. Certificate of No Contract
- e. Certificate of Good Moral Character
- f. Other documents required by the college

Transfer applicants from other UP units should have earned a minimum of 30 academic units and with good academic standing in last semester enrolled.

2. Accepting College evaluates applications and notifies students of the result of their application. Accepted students are issued a Notice of Acceptance and are instructed to process CU clearance and transfer credentials.
3. Accepted student submits the Notice of Acceptance to Home College, processes CU clearance, and pays for Transcript of Records (TOR) fee.
4. Home College issues Transfer Permit to the student upon submission of CU clearance.
5. Student submits Transfer Permit to Accepting OUR.
6. Accepting OUR issues the provisional Admission Slip to the student and reflects changes in SAIS/CRS; and requests Home OUR for transfer credentials.
7. Home OUR deactivates student's SAIS/CRS account.
8. Home OUR transmits transfer credentials to the Accepting OUR.

NOTE: Upon issuance of admission slip, student should apply for Advance Credit without Validation as applicable

Submit your application in one PDF file to CEAT Students Forms Submissions.

(<https://docs.google.com/forms/d/e/1FAIpQLScLkeLp79LeNWOG4R4es9nkNHLpkv5Kd9tjk9gnhIiiKcyCnQ>)

Application to Cross Enroll (from Other CUs/Universities) 1. Send a letter addressed to the College Secretary to request to cross-register. The letter should be endorsed by the Registration Adviser and Department Chair.

Note: No need for letter to cross-register GE courses

2. Request the Permit to Cross Register form by sending an email to ceat_ocs.uplb@up.edu.ph (cc: spevangelista@up.edu.ph)

3. Accomplish the form and have the requested subjects validated by the Registration Adviser.
4. Submit to the CEAT Students Forms Submissions. (<https://docs.google.com/forms/d/e/1FAIpQLScLkeL>)
5. Once signed by the University Registrar, the student should submit the approved Permit to Cross Register (PCR) to the OUR of Host unit for approval.

Note: For applicants from other universities, approval from College offering desired courses is needed.

6. Host OUR then issues referral slip and list of requirements to student.
7. Student submits the following to the Host OUR:
 - a. Approved PCR
 - b. Accomplished Student Directory with photo
 - c. Medical Certificate from the UPHS (for non-UP and international students)

For applicants from other universities:

8. Accomplished application form and fee
9. Study permit (for foreign applicants)
10. OUR admits the student into the system. Non-UP students and international students are issued the University Admission slip. # CEAT AA Student Loan Program Merge into one pdf file the following requirements

Step 1: Click view to see the guidelines.

Step 2: Download and accomplish the application form. (https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/03/FORM-Grant-2_CEAT-AA-Student-Loan-Program.pdf)

Step 3: Attach Form 5 or screenshot of SAIS enrolled courses.

Step 4: Certificate of scholastic standing from OCS.

Step 5: Submit form via CEAT Students Forms Submissions. (<https://docs.google.com/forms/d/e/1FAIpQLScLkeL>) # CEAT AA Study Now Pay Later Merge into one pdf file the following requirements

Step 1: Click view to see the guidelines.

Step 2: Download and accomplish the application form.

Step 3: Attach proof of income (ITR or Certificate of Indigency or Payslip or Utility Bills).

Step 4: Submit form via CEAT Students Forms Submissions (<https://docs.google.com/forms/d/e/1FAIpQLScLkeL>) # CEAT AA Undergraduate Thesis Grant Merge into one pdf file the following requirements

Step 1: Click view to see the guidelines.

Step 2: Download and accomplish the application form. (https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/03/FORM-Grant-1b_CEAT-Thesis-Grant-Form.pdf)

Step 3: Attach Form 5 or screenshot of SAIS enrolled courses and thesis outline approval sheet.

Step 4: Submit form via CEAT Students Forms Submissions ([https://docs.google.com/forms/d/e/1FAIpQLScL](https://docs.google.com/forms/d/e/1FAIpQLScL...)
CEAT AA Undergraduate Internship Grant Merge into one pdf file the following requirements

Step 1: Click view to see the guidelines.

Step 2: Download and accomplish the application form. (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2024/06/Grant-Form-1c.-CEAT-Internship-Grant-Application-Form.pdf>)

Step 3: Attach your OCS-certified screenshot of enlistment in AMIS.

Note: Enrollment in a 198 course shall be verified by OCS before awarding of grant.

Step 4: Attach (ITR or Certificate of Indigency or Tax Exemption Certificate) and Grant Form 1c.1 Certification of No Allowance from HTE. (<http://ceatocs.uplb.edu.ph/wp-content/uploads/2024/06/Grant-Form-1c.-CEAT-Internship-Grant-Form-Certification-from-HTE.pdf>)

Step 5: Submit form via CEAT Students Forms Submissions ([https://docs.google.com/forms/d/e/1FAIpQLScL](https://docs.google.com/forms/d/e/1FAIpQLScL...)

CEAT Adopt-a-Student Program

Merge into one pdf file the following requirements

Step 1: Click view to see the guidelines.

Step 2: Download and accomplish the application form. (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2021/01/Adopt-a-Student.pdf>)

Step 3: Attach proof of income (ITR or Certificate of Indigency or Payslip or Utility Bills) and Form 5.

Step 4: Submit form via CEAT Students Forms Submissions ([https://docs.google.com/formAms/d/e/1FAIpQLScL](https://docs.google.com/formAms/d/e/1FAIpQLScL...)
CEAT Clearance

CEAT College and University Clearance Application Form for Graduates

To request for College Clearance, make sure that the students have no deficiencies/accountability in any CEAT units — your institute/department, library, OCS, DO, and/or CEAT AA (if applicable).

1. Pay the graduation fee of Php 300 (PAYEE STUDENTS ONLY)
2. Accomplish this google form (https://docs.google.com/forms/d/e/1FAIpQLScKbzOIVe8XdGJLwH1u1ksXY_DgnlXsOw7-DpZw/viewform).
3. Claim a copy of the College clearance form at the CEAT OCS (Mon to Fri, 8:00am-5:00pm) *wet signatures only for college clearance

4. Return the accomplished College Clearance at the CEAT OCS.

Note: To process the University Clearance, Please refer to this link:
<https://uplbosa.org/univ-clearance-process>

Kindly use your UP account in answering the form.

CEAT College and University Clearance Application Form for Non-Graduates

Make sure that you accomplish the following:

1. Prepare a letter addressed to Prof. Rex B. Demafelis, Dean, CEAT. Letter must be signed by the student and parents/guardian. [Attach a valid ID of parents/guardian]
2. Submit the letter via email to Mr. Andrew Valdez, asvaldez4@up.edu.ph for notation.
3. The letter with notation will be returned to the student via email and the student will then seek the wet signatures of both the adviser and the department chair / director.
4. Once signed, submit the accomplished letter at the CEAT OCS (Mon to Fri, 8:00am-5:00pm)
5. If approved, Mr. Valdez will inform the student to accomplish the College clearance.
6. If disapproved, Mr. Valdez will inform the student via email.
7. If the application does not meet the guidelines above, the student may be interviewed by the CEAT Admissions Committee who will forward a recommendation to the Dean. The Dean has the final decision on the shifting/transfer application.

For additional guidance, you may refer to this link <https://ceatocs.uplb.edu.ph/guidelines-for-shifting-and-transferring-out-of-ceat/>

For University Clearance, please refer to this link <https://www.facebook.com/uplbovcsa/posts/44519489581883>

CEAT New Freshman Information Sheet (w/ DPC)

Reminder: Rename the file as Degree_StudentNumber_LastName, FirstName (e.g. BSCE_202012345_DelaCruz, Juan)

All CEAT NEW FRESHMAN should accomplish this form. The last question will ask you to upload Data Privacy Consent Form which can be downloaded using this link Updated Data Privacy Form (DPC Form). (https://ceatocs.uplb.edu.ph/wp-content/uploads/2024/09/CEAT-OCS-Data-Privacy-Consent-Form_revSept2024.pdf) Please use your UP Mail Account.

CEAT New Freshman Information Sheet (<https://docs.google.com/forms/d/e/1FAIpQLSfiO85pmSUvKNFIUE>)
CEAT Student Progress Monitoring Flowchart Upon admission to CEAT, the Office of the College Secretary shall issue via email the CEAT Student Progress Monitoring Flowchart. Its purpose is to promote consultation between student and registration/academic adviser towards the improvement of the students' progress in their degree program.

Note for the students: Keep the same copy of the CEAT Student Progress Monitoring Flowchart throughout your stay in the University. This document will be used to track your progress in your degree program and to facilitate student advising and monitoring between you and your registration/academic adviser.

Note for the registration/academic advisers: The registration/academic advisers are expected to advise the students of the courses to take during the incoming semester and on any student concern before signing the student progress monitoring Flowchart.

Instructions for Students:

Upon receipt of the CEAT Student Progress Monitoring Flowchart, write your Name, Student Number, SAIS number, and Degree. Also, affix your signature to signify that you will accomplish the form honestly. The CEAT Student Progress Monitoring Flowchart shall be accomplished before the pre-registration period of every semester or upon receiving the grades in SAIS for the current semester. It shall be accomplished by highlighting the courses that have already been completed by the student (e.g., courses that already incurred numerical or satisfactory grade). The student shall rename the monitoring flowchart to: SPMF_____.pdf

For example:

SPMF_BS ABE_2021-2022_2nd_Dela Cruz_Juan_A.pdf

The student shall then submit the accomplished monitoring flowchart for signature of his/her/their registration/academic adviser for the current/previous semester. After a consultation meeting between the student and adviser, the adviser shall return the signed monitoring flowchart to the student. The student shall then submit the signed and accomplished CEAT Student Progress Monitoring Flowchart to CEAT-OCS using the <https://forms.gle/3gcBBfJeiVJPiS5Q8>:

Download Links:

ABE Student Monitoring Flowchart (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/07/BSABE-flowchart-071222.pdf>)

CE Student Monitoring Flowchart (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/07/BSCE-flowchart-071222.pdf>)

ChE Student Monitoring Flowchart (General, SUTC, PPT) (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/07/BSCHE-combined-flowchart-071222.pdf>)

EE Student Monitoring Flowchart (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/07/BSEE-flowchart-071222.pdf>)

IE Student Monitoring Flowchart (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2022/07/BSIE-flowchart-071222.pdf>)

ME Student Monitoring Flowchart (<https://ceatocs.uplb.edu.ph/wp-content/uploads/2023/01/BSME-Curriculum-Flow-Chart-Student-Monitoring-1.pdf>)

MatE Student Monitoring Flowchart (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/BSMatE_SPMF.pdf)

Certificate of Course Equivalency

Instructions (Online Processing):

Step 1: Fill out the form legibly. (https://ceatocs.uplb.edu.ph/wp-content/uploads/2023/09/Certificate-of-Course-Equivalency_09132022.pdf)

Step 2: Send the accomplished form to the respective department/s

NOTE:

Required Course (for UPLB courses)

Equivalent Course (for other UP courses)

One form One Department only. If multiple courses with different departments, accomplish another form.

Certificate of Returnee (from AWOL/LOA)

From LOA Instructions (Online Processing):

1. Email Ms. Merilyn Tonio at metonio@up.edu.ph of your intention of return from LOA.
2. If the reason for LOA is due to medical condition, please send a medical certificate stating that you are “Fit to Enroll”
3. Pay the LOA fee of 150php at the Cashier’s office and send the official receipt to Ms. Lyn’s email.
4. Ms. Lyn will send you a certificate of returnee.
5. Fill out the form legibly .
6. Send it back to Ms. Lyn’s email for the approval of the College Secretary.

From AWOL Instructions (Online Processing):

1. Email Ms. Merilyn Tonio at metonio@up.edu.ph of your intention of return from AWOL.
2. Pay the AWOL fee of 225php at the Cashier's office and send the official receipt to Ms. Lyn's email.
3. Ms. Lyn will send you a certificate of returnee.
4. Fill out the form legibly .
5. Send it back to Ms. Lyn for the approval of the College Secretary.

Dropping of Course/s

Step 1: Make a letter of intent addressed to the Dean.

Prof. Rex B. Demafelis, PhD Dean, CEAT

Indicate the reason for dropping, and seek the recommendation of your adviser & dept chair. E-signatures will still be accepted.

Step 2: If the reason for dropping is health condition, please attach medical certificate.

Step 3: Submit the letter via CEAT Students Forms Submissions.
(<https://docs.google.com/forAms/d/e/1FAIpQLScLkeLp79LeNWOG4R4es9nkNHLpkv5Kd9tjk9gnhIiiKcyCn>)

Step 4: If approved or disapproved, OCS staff will inform you through UP mail.

Step 5: Payment is 10php per unit.

For the payment procedures, please see and follow Payment for TCG and other Certification.

How to Request TCG and other Certifications

Send an email request to the following email addresses:

For TCG Request:

BSABE – mgdavid2@up.edu.ph

BSCE – aadejesus3@up.edu.ph

BSChE – asvaldez4@up.edu.ph

BSEE – metonio@up.edu.ph

BSIE – sslimjap@up.edu.ph

BSME & BSMatE – spevangelista@up.edu.ph

For Email template

Subject: TCG Request (indicate if physical copy or e-copy)

Student Number:

Name:

Course:

Request (TCG/Certification):

Semester/s (of TCG):

Purpose:

OTHER CERTIFICATION – Send email to metonio@up.edu.ph (except for Certification of Graduation, please send an email request to OUR at transcript_our.uplb@up.edu.ph)

You may follow up your request if not received within 3-5 working days.

How to Secure Excuse Slip

Instructions (Online Processing):

Step 1: Get a medical certificate from UHS. If you opted to consult a private physician, secure medical certificate and submit it to UHS for validation. (Note: The Medical Certificate must have an official stamp/seal of UHS)

Step 2: Email your medical certificate from UHS (and from another hospital, if any) to Mr. Adel De Jesus (aadejesus3@up.edu.ph) to get an excuse slip.

Step 3: Fill out the form, state only the dates and classes missed then send it back to OCS.

Step 4: Once you received the approved excuse slip, send it to your Professor to seek his or her approval.

Step 5: After all the concerned Professors have signed the form, return the accomplished form to OCS for our file.

NOTE: For death of immediate family member, please send a death certificate to our email.

Leave of Absence (LOA)

Instructions (Online Processing):

1. Make a letter of intent addressed to the Dean.

Prof. Rex B. Demafelis, PhD Dean, CEAT

Indicate the reason for applying Leave of Absence. If medical reason, please attach a medical certificate.

2. Have it signed by parents/guardian (attach valid ID) and your registration adviser.
3. Email your letter to metonio@up.edu.ph for approval of the College Secretary.
4. Once approved, Ms. Lyn will send a LOA form.
5. Fill out the form legibly.
6. If enrolled, indicate all the courses enrolled and have it signed and evaluated by the faculty-in-charge. If not enrolled, indicate "NOT ENROLLED".
7. Send the form to the offices that requires signature.
8. Pay the LOA fee of 150php at the Cashier's office.
9. Send the LOA form together with the official receipt at metonio@up.edu.ph for the approval of the College Secretary.

Memorandum of Understanding (MOU)

Instructions (Regular Processing):

Step 1: Fill-out the form legibly

Step 2: Must be signed by the Student, Adviser, Dept. Chair, Farm/Agency and the Dean

Step 3: Submit a copy to CEAT-OCS for recording

NOTE: Reproduce the original copy in triplicate (Original – OCS, Duplicate – Dept. Chair, Triplicate – Farm/Agency, keep the fourth copy).

Instructions (Online Processing):

Step 1: Fill out the form's legibly

Step 2: Have it signed by the Adviser, Dept. Chair, Dean & Farm/Agency/Company (E-signature is acceptable)

Step 3: Rename the file as MOU_Juan Dela Cruz

Step 4 : Send the accomplished form with a copy of the accident insurance at CEAT Students Forms Submissions with File Name: MOU-Last Name-First Name. (<https://docs.google.com/forms/d/e/1FAIpQLScLkeLp79LeNWOG4R4es9nkNHLPkv5Kd9tjk9gnhIiiKbC3vy4yt5iyVb4GGbFNyCQOQ8gvix0ys>)

Attachment for Practicum: <https://ceatocs.uplb.edu.ph/wp-content/uploads/2023/01/Memorandum-of-Understanding-new-1252023.pdf>

Attachment for Internship: <https://ceatocs.uplb.edu.ph/wp-content/uploads/2021/05/Internship-Program-Attachments.pdf>

Overload Permit

Instructions (Online Processing):

Step 1: Please fill up the form legibly.

Step 2: Attach your approved Plan of Study (Sample format: https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/Plan_of_Study_2024.pdf)

Step 3: Have your registration adviser and department chair/division chair sign the form.

Step 4: Compile all documents in 1 PDF File.

Step 5: Once accomplished, submit the form to: CEAT Students Forms Submissions (<https://docs.google.com/forAms/d/e/1FAIpQLScLkeLp79LeNWOG4R4es9nkNHLpkv5Kd9tjk9gnhIiiK>)

Overload Permit Form: <https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Overload-or-Underload-UPLB-CEAT.pdf>

Regardless of graduating or not, rename your file as: OverloadPermit-LastName-FirstName.

(e.g OverloadPermit-DelaCruz-Juan)

NOTE: Once approved, we will send you a copy via your UP mail.

Payment for Graduation Fee (only for those not under Free Tuition)

Online Payment of Graduation Fee thru Link.biz Portal

Instructions for the Student:

Step 1: Visit the Landbank Link.BizPortal <https://www.lbp-eservices.com/egps/portal/index.jsp>

Step 2: Click the “PAY NOW” button.

Step 3: Then, in Merchant Merchant, select “U” and look for University of the Philippines Los Banos.

Step 4: Click “Continue”.

Step 5: Select Transaction Type (In a drop-down list select: Graduation fee)

Step 6: Select desired Payment Option (Cash or Landbank/ATM).

Step 7: Supply the necessary details required for the transactions:

In field “Reference No.” enter 9310800

In field “Amount” enter 300.00

Review details before finalizing your transaction.

Step 8: Click “Submit” and wait for further instructions.

Step 9: Email a copy of the proof of payment to College Secretary Office.

BSABE, BSIE, & BSME – Ms. Sheila Limjap (sslimjap@up.edu.ph)

BSCE, BSChE & BSEE – Ms. Yolly Lantican (lantican@up.edu.ph)

Payment for TCG/LOA/Dropping/AWOL and other Certifications

Other requested Documents from the College Secretary:

(TCG and Certifications)

1. Go to this link : <https://www.lbp-eservices.com/egps/portal/index.jsp>
2. Press “PAY NOW” button.
3. Then, in Merchant Merchant, select “U” and look for University of the Philippines Los Banos.
4. Click “Continue”.
5. Select Transaction Type (In a drop down list select: College Fees)
6. Select desired Payment Option (Cash or Landbank/ATM).
7. Supply the necessary details required for the transactions:

In field “Purpose of payment” indicate the document you are requesting such as TCG, Certification, and the likes

In field “Reference No.” enter the College Code 9301032

In field “College/Code” enter your College CEAT

8. Click “Submit” and wait for further instructions.
9. Email a copy of the proof of payment to College Secretary Office.

NOTE: To the staff of CSO, please indicate the corresponding account code for each document, if with different accounts. If one account only, please edit the instruction before sending to the student.

Payment for Tuition Fee

Note: Please make sure that you have finalized your enrollment in AMIS. It should not only be enlisted but finalized. If your enrollment is not yet finalized, kindly contact the OCS to request assistance.

Click the link below. Watch and follow the steps on how to pay Matriculation Fees. Once done, safe keep your receipt for future verification from OUR.

Student – How to pay Matriculation Fees : https://www.youtube.com/watch?v=2SV7mDx_VjI

Once your payment is reflected in your AMIS account, please download your Officially Registered Form 5.

Removal/Completion Permit

Instructions (Online Processing):

Step 1: Fill out the following:

Name:

Student Number:

Subject (to be removed/completed):

Semester and Academic Year the Subject is Taken:

If completion, Type of completion (project/exam/etc):

Date of Removal/Completion:

Instructor's Full name:

Instructor's Email Address:

Step 2: Send your request to:

BSABE– mgdavid2@up.edu.ph

BSIE – sslimjap@up.edu.ph

BSCE – aadejesus3@up.edu.ph

BSChE – asvaldez4@up.edu.ph

BSEE – metonio@up.edu.ph

BSME and BSMatE – spevangelista@up.edu.ph

Step 3: Wait for the removal/completion permit to be sent by OCS Staff

Step 4: Have your permit signed by your instructor

Step 5: Send it back to OCS staff email for College Secretary's signature

Note: For special removal exam and completion exam, please pay the special removal fee worth 30php to the Cashier's Office and attach the receipt on the permit upon submission to OCS email.

Submission of Readmission Documents

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Vice Chancellor for Academic Affairs and Unified Form (Readmission Form)

B. Plan of study (to be prepared by the student and approved/signed by the academic adviser). Please detailed the courses to be taken from the time of readmission until graduation.

Meanwhile, these are the other documents to be prepared automatically by CEAT-OCS (Payment: to follow) : C. TCG for ALL Semesters D. Summary of Academic Performance E. Evaluation Sheet

F. [Only if the student is below 18 years old] Notarized statement from the parent attesting/confirming the student's reason for failing and promise to assist/supervise the student to maintain good academic standing, if readmitted. This may be substituted by a personal conference with OSA Director.

Submit the documents to CEAT-OCS Office located at Dr. Dante B. De Padua Hall, Pili Drive (EE Building)

Readmission Forms and List of Requirements can be downloaded here:

For First Time Dismissed/Double Probation/Permanently Disqualified/2nd time readmission:

(https://ceatocs.uplb.edu.ph/wp-content/uploads/2024/05/Harmonized_Readmission.pdf)

Submission of Extension of Residency (MRR) Documents

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Dean and Unified Form (Extension of Residency Form)

B. List of Remaining Course(s) to enroll including subject(s) for removal and/or for completion approved (Signed) by the registration adviser.

Meanwhile, these are the other documents to be prepared automatically by CEAT-OCS (Payment: to follow) : C. TCG for ALL Semesters D. Summary of Academic Performance E. Evaluation Sheet

Submit the documents to CEAT-OCS Office located at Dr. Dante B. De Padua Hall, Pili Drive (EE Building)

Reinstatement Form and List of Requirements can be downloaded here:

(https://ceatocs.uplb.edu.ph/wp-content/uploads/2024/07/Harmonized_MRR_071824.pdf)

Submission of Reinstatement Documents

DOCUMENTS NEEDED

A. Letter of appeal addressed to the Dean and Reinstatement Form

B. Notarized statement from the student attesting/confirming the he/she did not enroll from any College/University during the time of AWOL.

C. Plan of study (to be prepared by the student and approved/signed by the academic adviser). Please detailed the courses to be taken from the time of reinstatement until graduation.

Meanwhile, these are the other documents to be prepared automatically by CEAT-OCS (Payment: to follow) : D. TCG for ALL Semesters E. Summary of Academic Performance F. Evaluation Sheet

G. Photocopy of valid I.D. of parents w/ signature

H. Plan of Action, in a letter form (to ensure that the delinquency will not happen again)

Submit the documents to CEAT-OCS Office located at Dr. Dante B. De Padua Hall, Pili Drive (EE Building)

Reinstatement Form and List of Requirements can be downloaded here:

(https://ceatocs.uplb.edu.ph/wp-content/uploads/2024/05/Harmonized_Reinstatement-052724.pdf)

Underload Permit

Underload permit form: <https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Overload-or-Underload-UPLB-CEAT.pdf>

Instructions:

Step 1: Fill-out the form legibly.

- If the reason for the application is Health, please attach a valid Medical Certificate.
- If the reason is for being a Working Student, please attach certificate of employment.
- If the reason is for the unavailability of class sections and slots, please attach a screenshot for a proof that there are no available slots anymore for the class to be taken.
- If you are a prospective graduating student, please attach your Application for Graduation form. If you are not yet a prospective graduating student, please attach your approved plan of study with justification and an updated curriculum flowchart, both signed by your adviser.
- For other reasons, please specify the reason in the form and provide supporting documents, if possible.

Step 2: Have your registration/major adviser and department chair/division chair sign the form.

Step 3: Print 2 copies and submit the accomplished form to OCS for approval of the College Secretary.

NOTE: Once approved, we will notify you via your UP mail to claim your copy here at the OCS.

Waiver of Prerequisite

The Waiver of Prerequisite form for CEAT SUBJECTS can be downloaded through:

UP Form – Waiver of Prerequisite_ABE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Waiver-of-Prerequisite_ABE.pdf)

UP Form – Waiver of Prerequisite_CHE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/07/UP-Form-Waiver-of-Prerequisite_ChE_latest.pdf)

UP Form – Waiver of Prerequisite_CE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Waiver-of-Prerequisite_CE.pdf)

UP Form – Waiver of Prerequisite_EE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/08/UP-Form-Waiver-of-Prerequisite_EE_latest.pdf)

UP Form – Waiver of Prerequisite_IE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Waiver-of-Prerequisite_IE.pdf)

UP Form – Waiver of Prerequisite_ME subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Waiver-of-Prerequisite_ME.pdf)

UP Form – Waiver of Prerequisite_DES_MatE subject (https://ceatocs.uplb.edu.ph/wp-content/uploads/2025/01/UP-Form-Waiver-of-Prerequisite_DES_MatE.pdf)

The Waiver of Prerequisite form for NON-CEAT SUBJECTS can be downloaded through:

UP Form – Waiver of Prerequisite – Non-CEAT

Instructions:

Step 1: Fill out the Form from Personal Information up to Certifications.

Fill out the “Course to be Enrolled” and the “Prerequisite” table then affix your signature.

Fill out the Certifications.

- 1-A. Have it signed by the Instructor.
- 1-B. Have it signed by the OVCSA (if applicable),

*Attach the SPMF form. Waiver and SPMF must be in one PDF file.

Visit (<https://ceatocs.uplb.edu.ph/ceat-downloadable-forms/>) then browse to (CEAT Student Progress Monitoring Flowchart).

The filename should be:

For CEAT Subjects, CEAT – Degree Program_Last Name, First Name.pdf. For example, CEAT – BSABE_dela Cruz, Juan.pdf

For non- CEAT Subjects, non-CEAT – Degree Program_Last Name, First Name.pdf. For example, non-CEAT – BSABE_dela Cruz, Juan.pdf

Step 2: Submit the PDF form to Submission Bin. Look for Waiver of Prerequisite.

Take note of the Following:

CEAT OCS staff will check the content of the form for annotation. It will be emailed back to the student within 3 working days. CEAT-OCS will attach your TCG (Pending payment for TCG will be automatically indicated in your records at 50PHP/page).

BSABE, BSIE, BSME & BSMatE – sslimjap@up.edu.ph

BSCE, BSChE & BSEE – admanuel1@up.edu.ph

Step 3: The student will request signature of the proper signatories:

For CEAT subjects – From 2. Endorsed up to the Chair, College Waiver of Pre-requisite Committee.

For Non-CEAT subjects – From 2. Endorsed up to the Dean of the subject's College.

Step 4: Print and Submit the accomplished copy of the form to CEAT OCS.

Step 5: OCS staff will inform you once completed.