

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



July 8, 2013

DIVISION MEMORANDUM

No. 383, s. 2013

UPCAT 2014

TO : OIC, Assistant Superintendents
Education Supervisors/Coordinators
Secondary School Heads

1. Attached is a copy of Important Information for High School Principals from the University of the Philippines (UP) regarding the UPCAT 2014 Application which is self explanatory, for the information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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UNIVERSITY OF THE PHILIPPINES
OFFICE OF ADMISSIONS
1101 DILIMAN, QUEZON CITY

APRIL 2013

IMPORTANT INFORMATION FOR HIGH SCHOOL PRINCIPALS

Please find enclosed the UPCAT 2014 Application Forms together with other UPCAT information fliers and the UPCAT poster. We hope that you will encourage your graduating students to take the UPCAT, which will be administered nationwide on August 3 and 4 of this year.

Over the years we have been doing our best to improve on our UPCAT procedures. With your help we can greatly improve on the efficiency and accuracy of processing your students' grades. We would therefore like to ask for some much needed information.

We would like to request a copy of your school's Secondary curriculum (applicable over the past four years) with:

- 1) course descriptions indicated (where needed);
- 2) electives (if any) clearly identified and marked; and
- 3) units for each subject clearly indicated.

You may send the above information together with the accomplished UPCAT applications from your school. Please also provide us with a copy of any alternative curricula that your students are allowed to follow.

For your students who will be applying to take the UPCAT we will ask your office to enter all their grades, including failing grades and grades obtained during the summer, into the UPCAT Form 2 (Secondary School Record) instead of submitting transcripts of records. Certified photocopies of transcripts are needed only for grades earned outside your school and when the applicant needs or needed more than four years to finish high school.

Thank you very much for allowing us to be of better service to your students. Please do not hesitate to contact us for any clarifications or questions.

(Please see reverse side for details of UPCAT Application.)

The U. P. College Admission Test (UPCAT) for freshman applicants for Academic Year 2014-2015 will be administered on 3 and 4 August 2013 in UP Diliman, Quezon City as well as in various regional test centers nationwide.

UPCAT application forms are free of charge and may be photocopied. Your duly authorized representative (with a letter of request signed by the Principal or School Head) may secure copies of the form at the Office of Admissions, UP Diliman, Quezon City. The UPCAT Forms may also be downloaded from the UPCAT website (www.upcat.up.edu.ph).

❖ Application forms may also be accomplished online. Go to the UPCAT website for details.

DEADLINES FOR FILING OF APPLICATIONS:

14 June 2013 - Metro Manila schools

21 June 2013 - Non-Metro Manila schools

***Applications filed after the deadlines may be subject to late fees.**

To facilitate processing of the applications and to provide instant feedback on deficient applications, please submit accomplished UPCAT application forms from your school directly to our Office as one batch (please see guidelines for batch processing of applications).

Applicants should pay the application fee thru:

1. Cash deposit to UPCAT (Account Name) at:
 - a. any Land Bank branch, deposit to Account No. 1462-2220-13 (for peso payments only); or
 - b. any PNB branch, deposit to Account No. 393496000021 (for peso payments) or Account No. 393496000039 (for US dollar payments);
2. Manager's/Cashier's check (payable to UPCAT) from any of the following banks:
 - Allied Banking Corporation •Banco de Oro Universal Bank •Bank of the Philippine Islands
 - China Banking Corporation •Development Bank of the Philippines • Land Bank of the Philippines
 - Metropolitan Banking Corporation •Philippine National Bank •Prudential Bank
 - Rizal Commercial Banking Corporation •Security Bank Corporation •Union Bank of the Philippines
 - United Coconut Planters Bank

**Note:* (1) Landbank and PNB will be charging a service fee of P25 for every application and (2) different banks have also set their own fees for the purchase of Manager's Checks and Cashier's Checks.

APPLICATION FEE FOR UPCAT 2014

P450 for Filipinos with annual gross family income of more than P100,000 and resident foreign applicants studying in the Philippines.

If the school is submitting application forms in batch, payment may be made only once for the entire batch. A letter containing an alphabetical listing of applicants covered by the payment and the total amount paid must accompany the batch applications.

For other information regarding the UPCAT, please write to:

**The Director
Office of Admissions
University of the Philippines
1101 Diliman, Quezon City**

check the web: www.upcat.up.edu.ph E-mail: oadms@up.edu.ph
or call: 9818500 local 3827-3830 / Telefax: 9274561

GUIDELINES FOR BATCH PROCESSING OF APPLICATIONS (for the Duly Authorized School Representative)

WHAT IS BATCH PROCESSING?

All application forms for 10 or more students from the same school are submitted directly to the UP Office of Admissions as a single group.

WHAT ARE THE ADVANTAGES?

- No standing in long lines.
- No waiting under the hot sun (or rain).
- More systematic monitoring of the status of individual applications from the school.

HOW DO WE AVAIL OF THIS?

1. Organize the students from your school who are planning to apply to UP.
2. Guide the applicants in properly filling out the UPCAT Forms and instruct them on what other documents and materials (e.g. pictures) they need to submit.
3. Collect the applications, checking for completeness and correctness.
4. Divide the applications into two groups– paying and non-paying applicants (i.e., those who are eligible to apply for exemption from payment of the application fee).

Exempted from payment of the application fee are Filipino applicants:

- whose annual gross family income is P100,000 or less (supported by 2012 ITRs of earning members of the family); or those
- who belong to the top ten graduates or prospective graduates of public high schools as of the end of SY 2012-2013 (supported by a ranked listing of the school's TOP TEN students with grades up to 3 decimal places signed by the High School Principal/school head; the TOP TEN list must be a single list containing the names of the highest ranking students across all annexes of the school).

Arrange the applications alphabetically within each group.

5. Make an alphabetical listing of the applicants for each group. The alphabetical listing of PAYING applicants should indicate the individual as well as the total amount to be paid by the group as a whole.
6. Collect the application fees from the paying students:
 - a. P450 for Filipinos with annual gross family income of more than P100,000 and resident foreign applicants; or
 - b. US\$50 for non-resident foreign applicants.
7. Be sure that both you and the applicant countersign opposite the applicant's name whenever a payment is made.

8. When all the application fees have been collected, make the actual payment in cash either through any Land Bank branch or any PNB branch or Cashier's/Manager's Check (CC/MC) directly to the Office of Admissions. Separate the payments for Filipino and non-Filipino applicants.

a. If you are paying in cash thru Land Bank or PNB:

→ Fill-out three (3) deposit slips indicating the name of your school, the number of applicants included in the payment and the total amount to be paid.

→ Deposit to the UPCAT (Account Name) at

- any Land Bank branch Account No. 1462-2220-13 (for peso payments only); or
- any PNB branch Account No. 393496000021 for peso payments or Account No. 393496000039 for dollar payments.

→ Make sure there are three copies of the validated Land Bank or PNB deposit slips: one copy will be kept by the bank and two validated deposit slips will be returned to you. One validated deposit slip should be attached to the Name List for Paying Applicants while the other should be kept for records purposes.

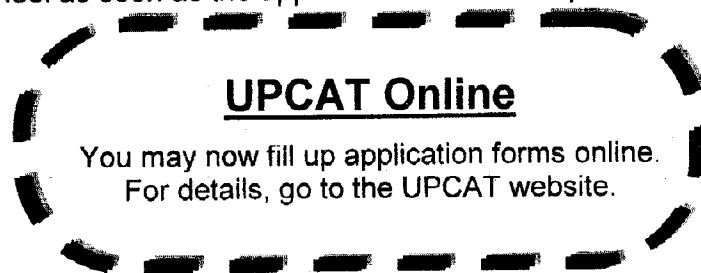
b. If the school is paying with a Cashier's/Manager's Check (payable to UPCAT), the total amount of the check should be equivalent to the total amount to be paid. All checks should be attached to the Name List of Paying Applicants.

**Note:* (1) Landbank and PNB will be charging a service fee of P25 for every application; and (2) different banks have also set their own fees for the purchase of Manager's Checks and Cashier's Checks.

9. When all the documents are complete and payment has been made (either through Land Bank, PNB, or MC/CC), submit everything directly to the Office of Admissions, UP Diliman.

10. You will be given a Batch Application Claim Form. It will indicate the date when the Test Permits can be picked up.

11. If documents are to be mailed, put them together by group (paying and non-paying) and mail them to the Office of Admissions, UP Diliman, Q.C. 1101. Test Permits will be mailed back to the school as soon as the applications have been processed.



For other information regarding the UPCAT, please write to:

**The Director
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check the web: www.upcat.up.edu.ph E-mail: oadms@up.edu.ph
or call: 9818500 local 3827-3830 / Telefax: 9274561