**PROCEDURES TO OBTAIN A PARTICULAR SERVICE:**

<table>
<thead>
<tr>
<th>Particulars/Requests</th>
<th>Person Responsible</th>
<th>Estimated time to Finish</th>
<th>Documents required from customer, if any</th>
<th>Fees to be paid (Fund Code 9318328)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation/Admission (second degree, shiftees, transferees)</td>
<td>EC Eres</td>
<td>3-4 days</td>
<td>OTR, application letter, etc</td>
<td>-</td>
</tr>
<tr>
<td>Registration</td>
<td>EC Eres/NM Encomienda</td>
<td>-</td>
<td>ID, minichecklist</td>
<td>-</td>
</tr>
<tr>
<td>True Copy of Grades</td>
<td>NM Encomienda</td>
<td>3-4 days upon request</td>
<td>ID</td>
<td>Php 30.00/page</td>
</tr>
<tr>
<td>Issuance of Form 26</td>
<td>Dr. Maria Catalina T. de Luna/EC Eres/NM Encomienda</td>
<td>Form 5</td>
<td>Fees to be paid depend upon OUR assessment</td>
<td></td>
</tr>
<tr>
<td>Advanced registration</td>
<td>NM Encomienda</td>
<td>-</td>
<td>ID</td>
<td>none</td>
</tr>
<tr>
<td>Checking of mini-checklist for REGIST/Update for RGEP/elective/PE subjects</td>
<td>NM Encomienda</td>
<td>-</td>
<td>Mini checklist</td>
<td>none</td>
</tr>
<tr>
<td>Cross-Registration</td>
<td>EC Eres</td>
<td>3-4 days upon request</td>
<td>Letter request for Cross-registration</td>
<td>Residency – general fund</td>
</tr>
<tr>
<td>Course description</td>
<td>NM Encomienda</td>
<td>3-4 days upon request</td>
<td>ID</td>
<td>Php 30.00/page</td>
</tr>
<tr>
<td>Certification – enrollment, classification, class standing, good moral character, non-contract, English as medium of instruction, GWA, rank, endorsement for visa, etc.</td>
<td>EC Eres</td>
<td>2-3 days upon request</td>
<td>ID</td>
<td>Php 30.00/page</td>
</tr>
<tr>
<td>Transfer permit</td>
<td>EC Eres</td>
<td>2-3 days</td>
<td>admission notice</td>
<td>-</td>
</tr>
<tr>
<td>Readmission</td>
<td>EC Eres</td>
<td>3-4 days upon request</td>
<td>Pls. see readmission requirements</td>
<td>TCG – Php 30.00/page</td>
</tr>
<tr>
<td>Petition for a course</td>
<td>NM Encomienda</td>
<td>2-3 days upon request</td>
<td>Letter request addressed to the Dept. chair/Plan of Study (with or without the petitioned subject)</td>
<td>TCG – Php 30.00/page</td>
</tr>
<tr>
<td>Filing for Leave of Absence (LOA)</td>
<td>EC Eres</td>
<td>3-4 days</td>
<td>Letter request for LOA, duly signed by parents</td>
<td>LOA fee – Php 150.00</td>
</tr>
<tr>
<td>AWOL</td>
<td>EC Eres</td>
<td>-</td>
<td>Letter from student noted by parents</td>
<td>AWOL fee – Php 225.00</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>EC Eres/NM Encomienda</td>
<td>-</td>
<td>Letter</td>
<td>Php 10.00/unit</td>
</tr>
</tbody>
</table>

**HOW TO FILE FOR COMPLAINT:**
- Prepare a letter addressed to Dr. Loinda R. Baldrias citing circumstance/s for filing complaint.
PROCEDURAL FLOW CHART FOR ADMISSION OF SECOND DEGREE STUDENTS

APPLICANT submits the following:
- UPLB Form No. 3 (Undergraduate Admission Application)
- UPCVM Form (Admission Application Form)
- Official Transcript of Records
- 3 Letters of Recommendation from former professors
- Photocopy of Diploma
- Php 100.00 Application fee* – Check/postal money order payable to the University of the Philippines Los Banos
- Php 50.00 Mailing and service fee* – Check/postal money order payable to the College of Veterinary Medicine, UPLB

Upon receipt of the above documents, the Student Records Evaluator:
- Examines the completeness of the documents
- Determines/evaluates the grading system used by the University where the student studied
- Computes the General Weighted Average (GWA). To qualify the applicant must have a GWA of 2.0 or better
- For allied or biological courses, the applicant is recommended for admission directly to the Veterinary Professional curriculum. For non-allied or non-biological courses, the applicant is recommended to enrol the following courses which are pre-requisites to the Veterinary Professional curriculum.
  1. CHEM 15. *Fundamentals of Chemistry.* 3 units. PR MATH 11
  2. CHEM 15.1. *Fundamentals of Chemistry Laboratory.* 2 units
  3. CHEM 40. *Basic Organic Chemistry.* 3 units. PR. CHEM 15,CHEM 15.1
  4. CHEM 40.1. *Basic Organic Chemistry Laboratory.* 1 unit
  5. CHEM 160. *Introductory Biochemistry.* 3 units. PR. CHEM 40
  6. CHEM 160.1. *Introductory Biochemistry Laboratory.* 2 units
  7. BOT 11. *Veterinary Botany.* 3 units
  8. ZOO 11. *Fundamentals of Zoology.* 5 units
  9. STAT 162. *Experimental Designs I.* 3 units

Qualified applicants, with recommended courses are endorsed to the Office of the University Registrar for admission, the semester/year of admission is also indicated in the letter. Non-qualified applicants are also reported to the Office of the University Registrar citing the reason for non-acceptance.

The Office of the University Registrar informs the qualified and the non-qualified applicants, through a letter. The letter also informs the qualified applicant the date of the physical/medical exam, the enrolment date, as well as the recommended courses for the semester where he/she will enrol.

* - Foreign students pay $20 and $15 for application fee payable to the University of the Philippines Los Baños and Mailing and service fee payable to the College of Veterinary Medicine, UPLB
PROCEDURAL FLOW CHART ON HOW TO CHOOSE AND RANK REVITALIZED GENERAL EDUCATION PROGRAM (RGEP) SUBJECTS FOR THE MINI-CHECKLIST

On the RGEP form, write the word REGD (Registered) for currently enrolled subjects according to domain.

Rank subjects according to priority taking into consideration the prescribed number of subjects for each domain and the required subjects for the National Veterinarian Admission Test (NVAT)

NUMBER OF SUBJECTS/UNITS PER DOMAIN

- AH Domain - 5 subjects or 15 units
- SSP Domain - 5 subjects or 15 units
- MST Domain - 4 subjects or 12 units

REQUIRED GE SUBJECTS FOR NVAT

- PHLO 1(SSP) - 3 units
- IT1(MST) - 3 units
- NASC 3(MST) - 3 units

On the mini-checkbox, write the ranked subjects by domain.
PROCEDURAL FLOW CHART FOR FILING LEAVE OF ABSENCE (LOA)

STUDENT:

Writes a letter of application for leave of absence, duly noted by parents, to the Dean indicating the semester/year of leave of absence and the reason for going on LOA. For medical reasons, the student is required to attach a copy of the medical certificate.

Pays P150.00 for LOA fee at the Cash Division upon approval of the request

Accomplishes college clearance.

Secures the signature of his/her professors for each subject enrolled; professor indicates the class standing of the student if the LOA application is after ¾ of the semester

Submits the LOA papers to the Office of the College Secretary for approval.

STUDENT RECORDS EVALUATOR:

- Prepares notice to instructors concerned that the student went on LOA
- Provides a copy of the approved LOA application to the Office of the University Registrar
- Records the LOA fee in the receipt log book
- Inputs LOA application in the computer database and records in individual student jackets
PROCEDURAL FLOWCHART ON HOW TO PETITION A COURSE/SUBJECT

**Petition requirements:**
- Minimum requirement of at least 10 students
- Students must satisfy the pre-requisite of the course
- Schedule of course to be petitioned
- Availability of faculty to teach the course
- The course petitioned must not be in conflict with any other subjects

---

**Student petitioners** write a letter of request to offer a certain course to the Department Chair indicating the following:
- The course/subject requested to be offered
- the reason for the petition of a particular course/subject
- semestral offering of the subject
- if the students are first or second takers of the course being petitioned
- the schedule of the subject requested

---

Department Chair favorably endorses the request

---

College Secretary favorably endorses the request

---

Dean favorably endorses the request

---

University Registrar
provides historical data, enrolment trend of the subject, and other basic information as well as the payment of honorarium for overload, if any

---

Vice-Chancellor for Academic Affairs

---

Chancellor approves/disapproves the request
PROCEDURAL FLOW CHART ON TRANSFER/SHIFTING TO ANOTHER COLLEGE OR UNIVERSITY

Student writes a letter of intention addressed to the Dean to shift to another college/transfer to another university, duly noted by parents, citing reason for shifting/transfer; student provides a photocopy of valid ID of parents with photo and signature

College Secretary’s staff provides information on the student, e.g., student’s academic status, status of entry of the student such as waitlist or qualifier and other information pertaining to the student

College Secretary, acting in behalf of the Dean, approves/disapproves the request (in some cases interviews the student)

College Secretary’s staff prepares/Issues upon request:
1. Clearance
2. True Copy of Grades
3. Certification of good moral character
4. Permit to transfer
5. Course description of courses taken

NOTE: The College of Veterinary Medicine sticks to its “No Readmission Policy.” Any request for readmission is forwarded by the student directly to the Chancellor.
To those who would be applying for READMISSION, please accomplish the following requirements: (2 copies each, please)

1. Letter request addressed to:
   a. DEAN LOINDA R. BALDRIAS for DOUBLE PROBATION and DISMISSED (1st readmission) students (Readmission Form 1 downloadable at Vet Isko’t Iska)
   b. VICE-CHANCELLOR OSCAR B. ZAMORA for PERMANENTLY DISQUALIFIED students (2nd readmission) (Readmission Form 2 downloadable at Vet Isko’t Iska)

2. Plan of Action signed by the student and NOTED by faculty adviser (Please see sample format)

3. True Copy of Grades (request from Office of the College Secretary)

4. Plan of Study prepared and signed by the Student and approved by faculty adviser (12 UNITS AS READMISSION ENTRY) detailing the courses to be taken from the time of readmission until graduation. Please total remaining units.

5. Notarized statement from parents stating/confirming the student’s reason for failing to maintain good standing & promising to assist/supervise the student if readmitted

6. Photocopy of valid ID of parents with photo and signature

7. One copy of student’s checklist
Student writes a letter of appeal addressed to the Chancellor stating the circumstances for academic failure and the promise to focus on academics; prepares Plan of Study, requests for True Copy of Grades, and inactivity statement (for those students with org/soro/frat) to support request, submits photocopy of valid ID of parents

Parents prepares letter of appeal (notarized statement) addressed to the Chancellor to support his/her son/daughter’s application with the promise to monitor/guide his son/daughter to study harder

Chancellor studies the merit of the request, forwards appeal to the Dean for comments/evaluation

CVM staff prepares student’s True Copy of Grades, Summary of Academic Performance, Evaluation Sheet which includes among others, the following information:
- 1st or 2nd readmission, etc., scholastic delinquency status, total number of years of actual residence, total units earned, average passing load per semester, average load to finish the degree, remaining semester before MRR, number of semesters to finish

College Secretary prepares an evaluation/summary; interviews student

Dean analyzes the request; interviews parents if necessary; recommends action

Chancellor acts on the readmission request

NOTE: The College of Veterinary Medicine sticks to its “No Readmission Policy.” Any request for readmission is forwarded by the student directly to the Chancellor.
PROCEDURAL FLOWCHART FOR REGISTRATION
(Issuance of Form 5 and Form 26)

Requirements for Registration:
- Student ID
- Permit to study for foreigner

Upon presentation of the above requirement(s), the name of student will be checked from the list of scholastic standing and deficiency, if any

On-line-Pre-registration for Pre-veterinary students and Advanced Manual Pre-registration for Veterinary Proper students

For student with deficiency, he/she proceeds to the unit/department and secures clearance

Submission of clearance to Office of the College Secretary

Issuance of Form 5

For addition/cancellation of courses, Form 26 is issued

Proceed to enlistment area for addition/cancellation of courses or to the instructor concerned for teacher’s prerogative (usually done on the first day of classes)

NOTE: For students who did not pre-register; students on LOA, from AWOL, readmission, Form 5A is issued in the regular enrolment period.
PROCEDURAL FLOW CHART FOR REMOVAL/COMPLETION PERMIT

Sign in the CVM Log Book of Removal/Completion Permit (date, name, subject, year/semester incurred and instructor’s name).

Fill-up the removal/completion permit and grade sheet. (Removal/Completion grade sheet should be left to the Office of the College Secretary after filling-up which will be forwarded to the instructor concerned after the examination)

Have the signature of instructor in the permit.

Return the signed removal/completion permit to the Office of the College Secretary for approval.

Note: If special examination, pay removal fee of P20.00 at the Cash Division.
PROCEDURAL FLOW CHART ON SHIFTING/TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY

STUDENT:

- Writes a letter, duly noted by parents, informing the College Secretary of intention to shift/transfer to another college or other university

requests the following in the College of Veterinary Medicine:
- True Copy of Grades
- Certificate of good moral character
- Certificate of scholastic standing
- Certificate of non-contract
- Copy of approved Revitalized General Education Plan (RGEP) of Coursework
- Course title, description and syllabus of courses taken

Submits above requirements to the college or university he/she intends to shift or transfer

Presents admission notice to CVM

Accomplishes college clearance (if shifting is within UPLB), and the university clearance (in case of transferees (outside of UPLB))

CVM:

Issues permit to transfer
PROCEDURAL FLOW CHART FOR TRUE COPY OF GRADES (TCG) REQUEST

REQUIREMENT(S):
1. Authorization letter from the student if he/she cannot personally file or get the TCG.
2. For Shifting/Transfer purposes:
   - Submit letter request addressed to the College Secretary, duly noted by the parents, stating the reason for shifting/transfer.

Upon submission of the requirement(s), the student signs in the CVM Log book request for TCG (name, purpose of request, number of copies, year/semester)

FOR SHIFTING/TRANSFER PURPOSES ONLY:

For waitlist student, he/she accomplishes college clearance

Submit the accomplished college clearance to the Office of the College Secretary

Issuance of True Copy of Grades (TCG)
PROCEDURAL FLOWCHART FOR CROSS-REGISTRATION

**Student:**

seeks equivalency of the course to be cross-registered in any UP campus of his choice; presents equivalency to the Office of the College Secretary

writes a letter to the College Secretary requesting permission to cross-register (cites in the letter that he’ll be the one responsible for securing the Form 5 and the grade sheets of the subjects enrolled (maximum of 6 units), and the reason for cross-registration

Upon approval of the request:

student fills-out:

1. Form 5 for residency
2. application for cross-registration

pays “Residency” fee at the Cash Division.