Administrative officer consolidates all requests from different colleges, checks previous plans and performs an inventory to determine all the items that need to be procured.

Administrative officer prepares the preliminary APP by indicating the item's prices then grouping the items into two lists. (LIST 1 and LIST 2). Revolving fund is the only budget source of list 1 while list 2 have three budget sources (Revolving, General and Trust Fund).

GS College Secretary checks the APP; recommends addition or deletion of items and corrections if necessary.

GS College Secretary rechecks the APP; and recommends approval.

Administrative Officer inputs the necessary corrections.

GS Dean approves the APP.

Administrative Officer sends 2 hard copies and a softcopy to Budget Office and SPMO.
A graduating student applies for graduation

GRADUATE SCHOOL
Issues Application for Graduation Form and Official Receipt

STUDENT fills up the form and brings the receipt to the cashier's office for the payment of Graduation Fee

GRADUATE SCHOOL receives, records and reviews application

STUDENT gets the approved application
A regular student applies for final Examination

GRADUATE SCHOOL Issues Application for Final Examination (Pink Form)

STUDENT fills up the form; solicit his committees' approval

GUIDANCE/ADVISORY COMMITTEE CHAIR recommends approval

DEPARTMENT CHAIR notes the application

GRADUATE SCHOOL receives, records and reviews application; GS College Secretary approves the application

STUDENT gets the approved application
ONLINE ENROLLMENT FOR CONTINUING STUDENT

OFFICER IN CHARGE: Lilian A. Banalo (Pinky)
DESIGNATION: Administrative Aide VI

Requirements:
1. Plan of Coursework for regular students
2. Approved extension for probationary students
3. Study permit from OSA for international student

Student presents plan of coursework/approved extension to the enrollment officer and study permit

Office of the Registrar enlists the student to the subjects that needs to be taken

Graduate School collects the printed Form 5 and hands it over to the student

Office of the Registrar processes the online enlistment and prints computerized Form 5

Student fills up the form and submits it to the enrollment officer for checking

Enrolment Officer checks and countersigns the Form 5 and gives it back to the student

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Paying centers accepts payments and marks the Form 5 as proof of payment

Office of the Registrar reassess the fees

Student is now officially enrolled

Requirements:
1. Plan of Coursework for regular students
2. Approved extension for probationary students
3. Study permit from OSA for international student

Student presents plan of coursework/approved extension to the enrollment officer and study permit

Office of the Registrar enlists the student to the subjects that needs to be taken

Graduate School collects the printed Form 5 and hands it over to the student

Office of the Registrar processes the online enlistment and prints computerized Form 5

Student fills up the form and submits it to the enrollment officer for checking

Enrolment Officer checks and countsigns the Form 5 and gives it back to the student

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Paying centers accepts payments and marks the Form 5 as proof of payment

Office of the Registrar reassess the fees

Student is now officially enrolled
MANUAL ENROLLMENT FOR CONTINUING STUDENT

OFFICER IN CHARGE: Lilian A. Banalo (Pinky)
DESIGNATION: Administrative Aide VI

Requirements:
1. Approved plan of coursework for regular Masters student
2. Approved Extension for probationary student
3. Qualifying Exam for PhD students
4. Study permit for international students

Graduate School verifies all the requirements and issues a waiver form if a requirement is lacking; issues form 5a if all requirements are satisfied.

Student fills up the form; writes the subjects that needs to be taken; solicits the signature of instructor in charge of the course as proof of approval.

Student's Adviser signs the Form

Graduate School receives the accomplished form 5a; forwards the form 5a to the Office of the Registrar

Office of the Registrar enlists and prints computerized Form 5

Graduate School collects the printed Form 5 and hands it over to the student.

Enrolment Officer checks and countersigns the Form 5 and gives it back to the student with scholarship

Enrolment Officer checks and countsigns the Form 5 and gives it back to the student w/o scholarship

Paying centers accepts payments and marks the Form 5 as proof of payment

Office of the Registrar reassess the fees

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Student fills up the form and submits it to the enrollment officer for checking

Student fills up the form and submits it to the enrollment officer for checking

Office of the Registrar reassess the fees

Student is now officially enrolled
ONLINE ENROLLMENT FOR NEW STUDENT

OFFICER IN CHARGE: Lilian A. Banalo (Pinky)
DESIGNATION: Administrative Aide VI

Requirements:
1. Notice Of Admission

Graduate School verifies the new student's notice of admission

Registrar's Office issues student number and medical permit

University Health Service conducts medical examination and approves medical permit

International Student

Office of Student Affairs issues study permit

Graduate School receives the accomplished form of recommended courses and enlists the student online

Office of the Registrar processes the online enlistment and prints computerized Form 5

Graduate School collects the printed Form 5 and hands it over to the student

Student fills up the form and submits it to the enrollment officer for checking

Enrolment Officer checks and countersigns the Form 5 and gives it back to the student

Office of the Registrar reassess the fees

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Paying centers accepts payments and marks the Form 5 as proof of payment

Student is now officially enrolled

with scholarship

w/o scholarship
MANUAL ENROLLMENT FOR NEW STUDENT

OFFICER IN CHARGE: Lilian A. Banalo (Pinky)
DESIGNATION: Administrative Aide VI

Requirements:
1. Notice Of Admission

Student confers with temporary adviser for the courses that needs to be taken

Student fills up the form; writes the subjects that needs to be added/canceled and the reason for doing so; solicits the signature of instructor in charge of the course as proof of approval

Enrolment Officer checks and countersigns the Form 5 and gives it back to the student

Paying centers accepts payments and marks the Form 5 as proof of payment

Office of the Registrar reassess the fees

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Student is now officially enrolled
ADDING/CANCELING COURSES/CHANGE OF MATRICULATION
(FORM 26 PROCESSING)

OFFICER IN CHARGE: Lilian A. Banalo (Pinky)
DESIGNATION: Administrative Aide VI

Requirements:
1. Computerized Form 5

Student wants to add/cancel course/s on Form 5

Student fills up the form; writes the subjects that needs to be added/canceled and the reason for doing so; solicits the signature of instructor in charge of the course as proof of approval

enrollment officer issues Form 26

Student's Adviser signs the Form

GS College Secretary approves the Form

Office of the Registrar reassess the fees

Paying centers accepts payments and marks the Form 5 as proof of payment

Office of the Registrar releases class cards; stamps the Form 5 and class card as REGISTERED

Student is now officially enrolled
PROCESSING OF NOMINATION OF GUIDANCE COMMITTEE
AND PLAN OF COURSEWORK FOR MS & MA STUDENTS

OFFICER IN CHARGE: Consorcia O. Briones (Connie)
DESIGNATION: SRE II

A regular student needs to nominate a guidance committee and accomplish plan of coursework

GRADUATE SCHOOL Issues Nomination Of Guidance / Advisory Committee Form (Green Colored Form)

STUDENT nominates his guidance committee and then consults with them for the subjects that needs to be taken

HOME UNIT recommends the nomination and plan of coursework

GRADUATE SCHOOL Receives, records and evaluates the nomination and plan of coursework. If no conflict arise it will be endorsed by the GS college secretary for approval of the GS dean.

STUDENT gets the approved Guidance Committee and Plan of Coursework Form
A regular student needs to nominate a guidance committee and accomplish plan of coursework

GRADUATE SCHOOL Issues Nomination Of Guidance / Advisory Committee Form (Blue Colored Form)

STUDENT nominates his guidance committee and then consults with them for the subjects that needs to be taken

HOME UNIT recommends the nomination and plan of coursework

GRADUATE SCHOOL receives, records and evaluates the nomination and plan of coursework. If no conflict arise it will be endorsed by the GS College Secretary for approval of the GS Dean.

STUDENT gets the approved Guidance Committee and Plan of Coursework Form
PROCESSING OF NOMINATION OF ADVISORY COMMITTEE
FOR PhD STUDENTS

OFFICER IN CHARGE: Consorcia O. Briones (Connie)
DESIGNATION: SRE II

A regular PhD student needs to nominate an advisory committee.

GRADUATE SCHOOL
Issues Nomination Of Advisory Committee Form

STUDENT
nominates his advisory committee

HOME UNIT
recommends the nomination

GRADUATE SCHOOL Receives, records and evaluates the nomination. If no conflict arise it will be endorsed by the GS college secretary for approval of the GS dean.

STUDENT
gets the approved Guidance Committee and Plan of Coursework Form
PROCESSING OF REQUEST FOR LEAVE OF ABSENCE

OFFICER IN CHARGE: Lilian Banalo (Pinky)
DESIGNATION: SRE II

A student request for leave of absence

GRADUATE SCHOOL
Issues request for LOA form and Receipt for LOA Fee.

STUDENT
fills up the form; solicit his committees approval and pays LOA fee at the Cashier's Office.

GRADUATE SCHOOL
receives records the request; College Secretary approves the request.

STUDENT
gets the approved request
A regular Master's student applies for examination (General, Oral Comprehensive Exam or Final Exam for Non-Thesis Master's Degree)

GRADUATE SCHOOL
Issues Application for Examination of Master's Student Form

STUDENT
fills up the form and solicit his committees approval

CHAIRMAN OF GUIDANCE COMMITTEE
Recommends Approval

HOME UNIT
for administrative purposes notes the application

GRADUATE SCHOOL
Receives, records and evaluates the application If no conflict arise it will be approved by the GS college secretary.

STUDENT
gets the approved application for examination.

Requirements:
1. Approved Guidance Committee and Plan of Coursework
2. UPLB Form 5
A regular PhD student applies for examination (Qualifying, Written Comprehensive or Oral Comprehensive Exam)

GRADUATE SCHOOL Issues Application for Examination of PHD Student Form

STUDENT fills up the form and solicit his committees approval

CHAIRMAN OF ADVISORY COMMITTEE Recommends Approval

HOME UNIT for administrative purposes notes the application

GRADUATE SCHOOL Receives, records and evaluates the application If no conflict arise it will be approved by the GS college secretary.

STUDENT gets the approved application for examination.

Requirements:
1. Approved Advisory Committee
2. UPLB Form 5

PROCESSING OF APPLICATION FOR EXAMINATION OF PHD STUDENT
OFFICER IN CHARGE: Consorcia O. Briones (Connie)
DESIGNATION: SRE II
PROCESSING OF REQUEST FOR CHANGE OF MEMBER/ADVISER IN GUIDANCE/ADVISORY COMMITTEE

OFFICER IN CHARGE: Consorcia O. Briones (Connie)
DESIGNATION: SRE II

A student with an approved nomination of guidance/advisory committee applies for revision

GRADUATE SCHOOL issues Request for change of Member/Adviser in Guidance/Advisory Committee (GS Form No.14)

STUDENT consults his Guidance/Advisory Committee on the changes he would like to undertake in his Guidance/Advisory Committee; inputs the changes and reasons for doing so.

HOME UNIT recommends the Change of Member/Adviser in Guidance/Advisory Committee

GRADUATE SCHOOL receives, records and evaluates the Revision. If no conflict arise it will be endorsed by the GS College Secretary for the GS Dean’s approval.

STUDENT gets his revised Guidance/Advisory Committee

Requirements:
Approved Nomination of Guidance/Advisory Committee
A student with an approved plan of coursework applies for revision

GRADUATE SCHOOL issues Application for Revision in Plan of Coursework Form (GS Form No. 15)

STUDENT consults his Guidance Committee on the changes he would like to undertake in his plan of Coursework

HOME UNIT recommends the Application for Revision in plan of coursework

GRADUATE SCHOOL receives, records and evaluates the Revision. If no conflict arise it will be endorsed by the GS College Secretary for the GS Dean's approval

STUDENT gets his revised plan of coursework

Requirements: Approved Plan of Coursework
REQUEST FOR STUDENT ASSISTANTS

OFFICER IN CHARGE: TEODORA M. GUEVARRA
DESIGNATION: Administrative Officer I

1. Administrative Officer Accomplishes SA-SFAD Form 2
2. GS Dean approves the request
3. OSA Receives and grants request
STUDENT ASSISTANT APPLICATION PROCESSING

OFFICER IN CHARGE: TEODORA M. GUEVARA
DESIGNATION: Administrative Officer I

Applicant accomplishes SA-SFAD Form3 and goes to Graduate school to apply for the vacant position.

GS Dean or GS Secretary signs the form to accept the SA to work at GS.

OSA receives the form and forwards to Budget Office for budget clearance; the form is then forwarded to the vice-chancellor for instruction for approval.

Upon approval, HRDO processes and releases the contract.

With the contract, the student can now start working as a student assistant.
A PhD by research student applies for seminar presentation

GRADUATE SCHOOL Issues Application for Seminar Presentation of PhD by Research Student Form. (Light Green Colored Form)

STUDENT fills up the form; solicits his committees’ approval

ADVISORY COMMITTEE CHAIR recommends approval

DEPARTMENT CHAIR notes the application

GRADUATE SCHOOL receives, records and reviews application; GS College Secretary approves the application

STUDENT gets the approved application
A straight PhD applicant applies for written qualifying examination

GRADUATE SCHOOL Issues Application for Written Qualifying Examination for Straight PhD Applicant Form. (Yellow Colored Form)

STUDENT fills up the form; solicit the departmental written qualifying examination committees' approval

HOME UNIT recommends approval

GRADUATE SCHOOL receives, records and reviews application; GS College Secretary approves the application

STUDENT gets the approved application
The admission officer receives an application for admission.

Are the requirements complete?

Yes

The admission officer inputs the applicant's profile in the computer and sends the application to the Home Unit.

The Home Unit Evaluates the application by examining the student's profile and record. The unit then recommends to deny or grant admission to the applicant.

There are three (3) possible evaluation results:
1. Denial
2. Regular Admission
3. Probationary Admission

No

The admission officer records and checks if all requirements are met.

The admission officer notifies and requires the applicant to submit the deficiency.

The admission officer inputs the applicant's profile in the computer and sends the application to the Home Unit.

The admission officer receives the evaluation results from the Unit; updates the profile and informs the applicant.

The admission officer informs the applicant of the reason why the application has been denied; suggests trying to apply on other major fields.

The admission officer congratulates and informs the applicant of the evaluation result; sends Certificate of Admission and reply slip through postal mail and e-mail.

The admission officer informs the applicant of the evaluation result and the condition that needs to be satisfied in order to become regularly admitted; sends Certificate of Admission and reply slip through postal mail and e-mail.

The admission officer receives the evaluation results from the Home Unit; updates the profile and informs the applicant.