OFFICE OF THE UNIVERSITY REGISTRAR
FRONT LINE SERVICES

UNIVERSITY REGISTRAR

SECRETARIAT AND PUBLICATION SECTION
- In charge in the editing of the Univ Catalogue, gen. Information bulletin and registration forms, diplomas and schedule of final and removal exams.
- Evaluates UPCAT application forms and in charge in the canvassing of graduation materials/documents
- In charge of incoming and outgoing documents in the office.
- Counterchecks and updates record of prospective candidates for graduation
- Takes care in the preparation of agenda, minutes and working papers of various University committees such as Univ. Council, Exec. Committee.
- In charge in the preparation of printing the schedule of classes, lay-out/keying inputing of commencement programs and general catalogue:UPCAT qualifier and wait listed applicants.
- Canvas supplies and materials for graduation and prepares travel requests of the office
- prepares second duplicate copies of UPLB diploma.

DATA PROCESSING SECTION
- In charge in the implementation of REGIS software-computer software and in charge in the implementation of computerized registration outputs.
- coordinates and monitors the collection of University Wide enrollment and statistical data
- prepares drafts of various enrollment tables for the University Statistical Bulletin
- generates student masterfile, classlists, gradesheets, final grades and other information needed for the computerization of student directory, classlists, gradesheets, change of matriculation, final grades, schedule of classes, individual final grades of all student in the University, students' Form5s and other statistical data useful to policy formulation
- attends to data control and data preparation activities including the creation, editing, and updating files.
- Prepares and validates data for computerized registration.
- Prepares and updates course, student and instructors masterfile

ADMISSION APPRAISAL SECTION
- In charge of Undergraduate Admissions: from the preparation of admission documents (New and Transfer Students) to information dissemination.
- Verifies correctness of faculty service records before payment of honoraria
- Evaluates UPCAT application forms
- In charge in the Admission of Foreign & Non-Degree Students from screening to admission process.
- Documents, transcribes, proofreads and finalizes minutes of the meetings of College secretaries, Curriculum Executive committee, University Council and REGUP Executive Committee.
- Prepares communications in response to foreign queries, letters of acceptance/rejection, communication/announcements for the Office of the University Registrar
- Issues and checks Form 5 of New freshmen, and non-regular students
- Attends to inquiries (walk-in and email

STUDENT RECORDS AND APPRAISAL SECTION
- Performs tasks related to the Student Records Management (i.e. safeguarding, consolidating, classifying, filing, retrieving and sorting of all UPLB student records
- Takes charge of the University files, refund of school fees, scholarship grants and other enrollment privileges granted/approved by BOR, CHED, Local Gov't, Presidential Decrees, Veterans, etc.
- In charge in the tracking of documents (in and out)
- Exercises supply and Property Management, Annual Procurement Plan, Inventory Management, property utilization and disposal
- Counterchecks. the computation of gen. weighted average of graduating students, especially students with honors.
- Process in and charge in the printing of forms with or without scholarship privileges
- Prepares papers and justifications for the procurement of office supplies and equipment (Purchase Requests, Purchase Order, Obligation Requests, etc.
- Process list of honors for automatic Civil Service Eligibility and List of graduates submitted to PRC every semester
- Counterchecks and updates record of candidates for graduation
- Prepares communication letters/documents; requisitions/filling up/downing and preparation of position papers, etc.
- Prepares staff assignmen/registration and commencement day
- Signs, counter signs transcript of records, student clearance, STEAP masterlists, disbursements and different kinds of certifications including renewal of appointments of NGW, etc.
- Assists the Univ. Reg. in the preparation of things/documents needed before and during commencement activities.
- Prepares OPES-PMS of the office.
- in charge of checking and filing all grade sheets, classlists and coordinates with the instructors/dept. concerned regarding non-submission of grades, Inc. 5.0 and Dropped
- updates schedule of classes;additional course offering, dissolution of course, change of time, sections and faculty in charge
- help in checking and issuance of university clearance and prepares true copies of grades of students from other UP units and cross registrant students.
- serves as assessor during enrollment period
- Assists the Univ. Registrar during Univ. Council meeting, registration and graduation.
- Counterchecks and updates record of prospective candidates for graduation
- Processes, prints and issues of 1. D. of all UPLB students and employees
- Generates bills of scholarship (foreign and local)
- Helps in checking and issuance of university clearance.
- acts as assessor during registration

B. Transcript
- Prepares Official Transcript of Records, certifications (enrollment, graduation, completion requirement, units earned, general weighted average; etc.
- Files duplicate copies of OTR and mails requested OTR and other documents.
- Counterchecks and updates record of prospective candidates for graduation.