



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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JUL 09 2003

DepEd MEMORANDUM
No. 217 s, 2003

UNIVERSITY OF THE PHILIPPINES COLLEGE ADMISSION TEST (UPCAT)

To: Regional Directors
Schools Divisions/City Superintendents
Heads, Public and Private Secondary Schools

1. The University of the Philippines College Admission Test (UPCAT), is a yearly vital event of the University. This year, the UPCAT will be administered on August 2-3, 2003 to approximately 65,000 students nationwide. As long as test permits are available, students can get test permits from any UP campus but they have to submit these on or before July 15, 2003.

2. For the information and guidance of all concerned, enclosed are the UPCAT posters, announcement to the high school principals, and other information about the UPCAT. For more inquiries, contact the Office of the Vice-President for Academic Affairs, University of the Philippines at tel. no. (02) 926-4736 or fax no. (02) 436-7535; (02) 920-6882; (02) 928-2888; and e-mail: ovpaa@up.edu.ph.

3. Immediate and wide dissemination of this Memorandum to all concerned is desired.


EDILBERTO C. DE JESUS
Secretary

Alma D. Apanay/upcat-depedmemo
July 1, 2003

Encls.: As stated
Reference: None
Allotment: 1—(D.O.50-97)
To be indicated in the Perpetual Index
under the following subjects:

STUDENTS
TESTS

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

WHAT IS BATCH PROCESSING?

All application forms from the same school are submitted directly to the U.P. Office of Admissions as a single group.

WHAT ARE THE ADVANTAGES?

- No more long lines.
- No more waiting under the hot sun (or rain).
- More systematic feedback (thru school) re status of individual applications.

WHAT ARE THE DISADVANTAGES?

None!!!

HOW DO WE AVAIL OF THIS?

- Organize the students from your school who are planning to apply to U.P.
- Explain to them how to fill-up the forms and what documents to prepare.
- Collect the applications, checking for completeness and correctness.
- 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.) Please refer to information at the back pertaining to required supporting documents.
- Arrange the applications alphabetically within each group.
- 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.
- If there are any foreign applicants from your school, make a separate alphabetical listing for them, indicating both the individual and the total amount to be paid.
- Collect the application fees from the students.
 - ◆ P350 for Filipinos
 - ◆ P1000 for resident foreign applicants (supported by Immigrant Certificate of Residence or Native Born Certificate of Residence)
 - ◆ US\$50 for non-resident foreign applicants
- Be sure that both you and the applicant counter-sign opposite the applicant's name whenever a payment is made.

- When all the application fees have been collected, make the actual payment either through any PNB branch or directly to the Office of Admissions with a PMO or Cashier's/Manager's Check (CC/MC). Separate the payments for Filipino and non-Filipino applicants.
 - If you are paying thru PNB:
 - Fill-out five PNB deposit slips indicating the name of your school, the number of applicants included in the payment and the total amount to be paid.
 - Make the deposit payable to UPCAT, Account No. 075-800048-6 for peso payments or Account No. 275-705993-5 for dollar payments.
 - Three validated PNB deposit slips will be returned to you. These validated deposit slips should be attached to the Name List for Paying Applicants.
 - If the school is paying by Postal Money Order or with a Cashier's/Manager's Check (payable to UPCAT), the total amount of the PMOs/check should be equivalent to the total amount to be paid. All PMOs/checks should be attached to the Name List of Paying Applicants.
- When all the documents are complete and payment has been made (either through PNB, PMO or MC/CC), submit everything directly to the Office of Admissions, U.P. Diliman.
- You will be given a receipt form. It will indicate the date when the Test Permits can be picked-up.
- If documents are to be mailed, put them together by group (paying and non-paying) and mail them to the Office of Admissions, U.P. Diliman, Q.C. 1101. Test Permits will be mailed back to the school as soon as the applications have been processed.



Exempted from payment of the application fee are Filipino applicants

- whose annual gross family income is P80,000 or less (supported by 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 2002-2003 (supported by a ranked listing of the school's TOP TEN students signed by the High School Principal/school head).

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: <http://upcat.up.edu.ph>

E-mail: oadms@up.edu.ph

or call: 9205301 local 6346, 6347, 6464 / Fax: 9274561