

PRIMER ON STUDENTS SERVICES AND ACADEMIC PROCESSES (UP MINDANAO)

The University of the Philippines Mindanao Campus is located in San Gabriel Brgy. Mintal Davao City with the total land area of 204 hectares. The campus population is more than 3,000 including informal settlers, faculty, staff and students.

UP Mindanao is 45 minutes to 1 hour away from the airport. It also has nearby hospitals like Holy Spirit Hospital with the time travel of 5 minutes and the Seventh day Hospital about 20 minutes from the campus. Bus and Van terminal such as Ecoland Integrated bus terminal, Bangkerohan Van terminal and Annil bus transport terminal are 20km away from the University. Malls like SM Ecoland, Gaisano Toril and other small supermarkets are also nearby the University. There are also churches close to the campus including Immaculate Concepcion Parish Church, Inglesia ni Chiristo and Seventh Day Adventist church and neighboring colleges/university like University of Southeastern Philippines- Mintal Campus, University of Mindanao-Guianga Campus, Holy Child Davao- Mintal Campus.

Based on actual travel, the route from the campus has a distance of more or less 21 kilometers going to City proper. It will take at least 30 to 45 minutes of travel before reaching the city proper or vice versa. Taking public utility vehicle (PUV) is one of the sources of the transportation (eg. Jeep, L300, Bus etc) from the city proper to Brgy. Mintal. Whereas going to the university campus, U.P Ikot is the main transportation within the U.P. Mindanao campus serving the public commuter at a minimal cost from 7/11 going to UP Mindanao Campus. Though they're still other available ride to take like motorcycle and tricycle available 24/7.

However, the university Facility/establishment has provided of parking space and other facility dedicated to those people with disability.

1) General information about the campus:

Campus population:

Employees	- 217
Students	- 810
Research Projects	- ____
Janitors	- 15
Security	- 27

How to get there / What transport to take:

1) Downtown to UP Mindanao:

Ride a public utility vehicle (Mintal jeepney or Van) from Roxas Avenue (downtown) to Mintal. Disembark at the Holy Spirit Hospital, Mintal and ride a public vehicle to UP Mindanao.

2) From Toril to UP Mindanao:

Ride a Toril jeep bound for downtown area. Disembark at Ulas Crossing, ride a public utility vehicle for Mintal. Disembark at the Holy Spirit Hospital, Mintal and ride a public vehicle to UP Mindanao.

Distance to nearby malls:*

SM Ecoland	- 14.8 KM or 36 mins
Save More, Bangkal	- 11.9 KM or 26 mins
Gaisano Grand Mall Calinan	- 16.1 KM or 34 mins
Gaisano Grand Mall Toril	- 12.9 KM or 25 mins

Distance to nearby churches:*

Immaculate Conception Parish	- 2.9 KM or 8 mins
Iglesia Ni Kristo	- 3.0 KM or 9 mins
Victory Chapel Christian Center	- 2.7 KM or 8 mins

Distance to nearby Hospitals:*

Holy Spirit Hospital, Mintal	- 2.7 KM or 10 mins
Seventh Day Adventist Hospital	- 10.2 KM or 20 mins
Malaca Medical Center Inc., Toril	- 10.5 KM or 20 mins

Distance to Davao International Airport:* - 24.9 KM or 49 mins

Distance to Davao City Overland Transport Terminal:* - 17.1 KM or 40 mins

**UNIVERSITY OF THE PHILIPPINES MINDANAO
OFFICE OF THE UNIVERSITY REGISTRAR**

Deadline for confirmation of enrollment – April 14, 2019

Advanced Registration Period: July 3-4, 2019

Freshmen Orientation – July 4-5, 2019

General Registration - July 31-August 2, 2019

START OF CLASSES – August 5, 2019

ENROLLMENT PROCESS

Enrollment or registration can be completed in half a day if you have all the required documents. We want students to personally experience the registration, parents are advised to wait for their students at The Atrium.

Enrollment or registration involves steps:

STEP 1 Present medical results to the School Nurse at the Lorenzo Hall, 1st Floor, Administration Bldg. Get your medical clearance.

STEP 2 Proceed to Window 2/3, Office of the University Registrar, present the following documents:

A. **Medical Clearance**

B. **Admission Notice** (original and one photocopy)

C. **Birth Certificate (PSA original [formerly NSO] for verification purposes and 2 photocopied)**

D. **Form 137-A or Student's Secondary Permanent Records-Senior High School** with the principal's signature in ink and enclosed in a sealed envelope.

E. **Grade 12 Senior Year High School Card** (Original and 2 photocopied)

F. **2" x 2" colored ID pictures , 4 pieces** with names at the back and should be:

taken in front of a plain **white background**

taken in full-face view directly facing the camera

NO "selfie" (a photograph that one has taken of oneself, typically one taken with a smartphone or digicam) pictures

STEP 3 Proceed to the tables available at the Atrium. Fill out Student Directory form and ID slip.

STEP 4 wait for your name to be called Fill-out entries in the registration form. Go back to the Office of the University Registrar for stamping of **REGISTERED**.

FOR PAYING STUDENTS (those who opted out of the Free-Tuition)

STEP 5 Pay matriculation fee at the **Cashier's Office**, 1st Floor Administration Bldg. **FULL PAYMENT OF MATRICULATION FEES IS REQUIRED DURING ENROLLMENT**. Payment may be made in **CASH** or **MANAGER'S CHECK payable to the University of the Philippines Mindanao** currently dated and for the exact amount assessed. **Personal checks are not accepted**.

STEP 6 Go back to the **Office of the University Registrar**. Show official receipts and duly completed registration forms for stamping of **REGISTERED**.

**UNIVERSITY OF THE PHILIPPINES MINDANAO
OFFICE OF THE UNIVERSITY REGISTRAR**

The Principal

We are pleased to inform you that one of your high school graduates is qualified to enroll in the University of the Philippines Mindanao for the First Semester AY 2019-2020.

In this connection, we would like to request for the **FORM 137-A (Student's Secondary Permanent Record, Senior High School)** _____ as one of his/her admission requirements to UP Mindanao. We are authorizing him/her to personally claim and hand carry the said document. Kindly enclose the Form 137-A in a sealed mailing envelope to enable the student to personally submit it to our office during enrollment.

We hope for your favorable action to this request.

Thank you.

PROF. JOHN B. BENGAN
University Registrar

STUDENT HOUSING SERVICES

UP MINDANAO DORMITORIES

1. Elias B. Lopez Dormitory - caters primarily first year students
- 268 capacity

It is divided into two areas – one for men and the other for women with rooms that can accommodate a maximum of four (4) persons and is provided with basic furnishings such as study tables, chairs, bed foam and lockers. Bath and comfort rooms are common. Due to limited space, priority is given to those who are not from Davao City and those from areas in Davao City that are too far from the campus. In this regard, reservations have to be made early to give us ample time to evaluate and determine who can be accommodated.

2. Dormitory Annex - caters for graduating students especially students doing their thesis and laboratory experiments
- 28 capacity

DORMITORY FEES

Monthly Dorm Fee - P500.00/bed space

Transient fee (Parent/Guardian & UP Guests) – P300.00/day + P50.00 beddings

Others: Monthly rates for use of the following electrical appliances

* Personal Computer/Laptop -	P70.00
* MP3/MP4/IPOD/PSP -	P35.00
* Rechargeable Batteries -	P35.00
* Electric fan -	P35.00
* Chargeable Flashlight -	P25.00
* Study lamp -	P25.00
* Cellular Phone with Charger-	P20.00

DORMITORY ACCOMMODATION / APPLICATION

Step 1: Fill up the reservation form provided in the first-year kit and send to the address indicated in the form. Said form must be received at the Office of Student Affairs or Elias B. Lopez Dormitory or they can do reservation thru email address of OSA: osa.upmindanao@up.edu.ph or email address of the Dormitory Manager: atmarcelino@up.edu.ph or they can do reservation thru mobile number of EBL Dorm: 09101417945

Step 2: If given a slot: First Year Student can already submit the Dormitory Accommodation Form to the Dorm Office. Make sure that all the pages are completely filled-up and with signatures of parents and the student. **Forms are downloadable at www.upmin.edu.ph. Click STUDENTS. Click Dormitory Forms. (Printed in A4 paper size)**

The resident must pay the required dormitory fees in order for him/her to check-in.

FOOD SERVICES: Dormitories of UP Mindanao have no canteen inside the building but there are canteens / cafeteria nearby

DORMITORY POLICIES

A. CURFEW HOUR - 10:00PM

It must be noted that the residents must be present in their respective rooms from 10:00 p.m. for the bed check.

B. LOGGING IN AND OUT

Residents who leave the dormitory premises whether or not attending classes or other activities for a prolonged period are required to log in and out in the biometric scanner.

C. USE AND CARE OF FACILITIES

Residents are expected to take good care of the facilities, pieces of furniture and properties of the hall. Should a resident, either intentionally or otherwise, destroy or deface any of the latter, s/he shall bear the full cost of repair without prejudice to any other sanction or set of sanctions that the management or the University may deem appropriate to impose.

D. APPLIANCES

All appliances brought in by the residents should be registered with the management upon checking-in. Unregistered appliances shall be confiscated.

E. TRANSIENT BOARDERS

EBL Dorm is accepting transient occupants provided that they are relatives or parents of the residents, guest of U.P. Mindanao personnel, delegates or representatives for seminars, workshops, meetings or activities sponsored by and/or held in the University.

F. RENTAL AGREEMENT

Upon admission, the resident shall pay two months advance for dorm fees and appliances but the resident has the option to pay the whole semester.

When a resident has signed the Dormitory Agreement, s/he is expected to remain in the dormitory for the entire period indicated in the agreement.

G. ISSUANCE OF PERMITS

Approval of requests for such permits is on the basis of PARENT CONSENT as reflected in the Instructional and Information Sheet signed by their parents.

H. OFFENSES

The resident who commits 7 minor offenses and/or one (1) major offense is not qualified for the next semester.

All of the above rules shall bind the applicant upon the approval of his/her application and his/her admission to the dormitory by the Dormitory Manager or his/her duly authorized representative.



The University of the Philippines is committed to meeting the financial needs of students who can enter its academic programs.

It is important to understand that all students of UP receive support from the government. To make the University accessible to families who may have difficulty paying for college, the University's Socialized Tuition System and Financial Assistance programs provide financial aid to those who need it.

TUITION DISCOUNTS

The Socialized Tuition System (ST System) of UP determines the tuition rates based on the ability to pay of the family or household where a student belongs. The ST System is designed to help families from low to middle-income families by granting tuition discounts that cover one academic year. In certain cases, the ST System grants monthly stipend worth ₱3,500 to students who need additional financial assistance. We determine your tuition discount based solely on your family or household's financial need.

However, the tuition discount is not automatic. All prospective students must login to <http://sts.up.edu.ph/>. If you wish to apply, you will be asked to provide information about their household, family income, and financial circumstances. Once we have reviewed your application, you will be notified of your tuition discounts for the coming academic year.

Note: University of the Philippines is implementing R.A. 10391 (FREE TUITION POLICY)

ELIGIBILITY FOR TUITION DISCOUNT

To qualify for tuition discount, you must:

1. Be a Filipino;
2. Be a bonafide undergraduate student.
3. Except for students of Law and Medicine, the applicant must not have a bachelor's degree. For new students, the applicant must have an admission slip;
4. Never have been adjudged guilty of any offense that carries a penalty of more than 30 days suspension; and
5. Be in need of financial assistance as determined by the University.

APPLICATION PROCESS

1. Visit <http://sts.up.edu.ph/> and log in using your Student No. (2015-xxxxx) and 5-digit PIN.
2. Indicate your intent to apply and your consent to the terms and conditions of the Socialized Tuition System.
3. Complete your Student Profile with information about yourself and your parents/guardian and siblings.
4. Answer the Household Characteristics questionnaire.
5. Accomplish the Household Income form.
6. Review all entries before proceeding to submission. You cannot view or change your answers after you submit your application.
7. Proceed to submission. You and your parents/guardian need to indicate consent to the

- terms and conditions of the application.
8. Confirm submission of your application.

You are not required to submit any document (e.g., income tax return, employment contract, etc.) to complete the tuition discount application process. You may view the results by logging into <http://sts.up.edu.ph/> using your account. The schedule of release of results is posted in the Announcement tab.

APPEAL PROCESS

You may request the University to reconsider your applications if your tuition discount does not match your family's ability to pay. To do so, you must file an APPEAL and provide information about financial and other relevant circumstances about your family. The Committee on Scholarships and Financial Assistance reviews the information you provide in order to determine your final tuition discount for the upcoming academic year.

OTHER FINANCIAL ASSISTANCE PROGRAMS

Prospective students can apply to a variety of financial assistance programs of UP.

Scholarship and Grants programs provide monthly living allowance and other forms of aid to qualified students. Financial aid shall cover one semester. Renewal is based on the academic performance of the student in the previous term.

The University also allows enrolled students to defer a portion up to 80% of tuition payments within a semester. Student loans are granted during the enrollment period and must be settled at the end of the semester when the loan was obtained.

HELP DESK

We strive to make our financial assistance application process as accessible and efficient as possible.

If you need more information on tuition discounts and other financial assistance services, you may visit <http://sts.up.edu.ph/> and contact the Socialized Tuition Helpdesk in any of our campuses.

Scholarships

Students may apply for private or government scholarships which are announced regularly. Screening and selection is conducted by the UP Mindanao Committee on Scholarships and Financial Assistance (UPMiCSFA) and in some cases by the University Committee on Scholarships Student Affairs and Financial Assistance (UCSFA).

Freshmen students may apply on line when application period is open at <https://sts.up.edu.ph>

by using the student number and 5-digit PIN indicated in the admission notice.

The website will be accessible to the applicant as scheduled per campus.

A student is allowed to enjoy a maximum of two grants (government, private or STS), provided that:

- That the combined living allowance of the two grants does not exceed PHP7, 000.00 per month.
- For UP Government Scholarships, the student must be financially deserving. A student is financially deserving if his financial situation qualifies him/her for STS PD60 or lower.

OTHER PRIVATE SCHOLARSHIPS OFFERED IN UP MINDANAO

1. Don Antonio O. Floirendo Foundation, Inc.
2. University of the Philippines Mindanao Foundation Incorporated
3. Vicente B. Bello Scholarship Program
4. UP Greater Chicago
5. UT Foundation
6. UPAА America
7. Mercedes Gimenez Rodger Philippines Incorporated
8. UPAА Germany

GOVERNEMENT SCHOLARSHIP

1. DOST
2. UP PRESIDENTIAL

Basic Application Requirements :

1. Application form
2. Copy of Parent's Income tax Return
3. Certificate of Good Moral
4. True Copy of Grades
5. Copy of UP Registration Form 5
6. Recommendation from former Professor

Note: Other Scholarship may ask additional requirements

Common Condition to maintain scholarship benefit:

1. Must have earned a minimum GWA of 2.75 for a load of at least 15 academic units with no grade of "5.0", unremoved "4.0" or "Inc" during the renewal period
2. Must be enrolled in at least 15 academic units the following semester. A load less than the prescribed number of units shall be allowed in case the student is graduating or subject is unavailable; certification must be issued by the College
3. Must not have been subject of any disciplinary action worse than a five-day class suspension
4. Must not shift to another course or go on leave of absence without prior approval from the Office of Student Affairs.
5. Must not join any fraternity or sorority or during the entire duration of the scholarship.

Note: Other scholarship may differ grade requirement

UP MINDANAO



Student Support:

COUNSELING AND TESTING SECTION-OFFICE OF STUDENT AFFAIRS

The student is assisted in cultivating and developing his/her potentials that will redound to personal growth and development and contribute to the welfare of his/her society.

The specific objectives are as follows: (a) to help students clarify issues, gain insight into his/her feelings and thoughts and deal effectively with problems. (b) to provide students with scientific and objective assessment of their abilities, potentials, weaknesses and personality traits relevant to personality development and better adjustment in life. (c) to assist students acquire decision-making skills and become self-directed individuals. (d) to improve personal effectiveness, which is closely related to the preservation of good mental health and securing desirable behavioral change(s), and (e) to give needed professional assistance to assist students adjust to University life.

PROGRAMS AND SERVICES:

- A. Counseling.** Helping students to explore their thoughts and feelings, and the choices open to them; giving care and support to students learning to cope with the many aspects of growing up.
- B. Psychological Testing.** This involves the administration and interpretation of standardized tests for the purpose of assessing the strengths and weaknesses of every individual in the areas of personality, aptitude, interest and motivation. Tests include mental ability, personality, interest, aptitude, leadership style and other psychometric tests.
- C. Career Education/Career Transition Program.** Enabling students to make transitions to further and higher education, training and future employment. These are jobs fair, career placement orientation and pre-employment seminar and company presentations.
- D. Psycho-Social Session.** First year students are required to attend a small group session or "First Bloc Encounter," which is scheduled immediately after the University Convocation Program. This is to assist the interpersonal relationships among students on how to adjust to school works, teaching methodology of their professors and the culture itself of the University.
- E. Information Service.** Assisting students to acquire, interpret and use information relevant to their personal and social, educational and career development. General orientation program shall be conducted to all first year students a week before the start of classes.
- F. Individual Inventory Service.** This involves continuous process of gathering pertinent data about students as basis for helping them understand themselves better and also for better responding to their needs.
- G. Individual In-take Interview.** First year students are *required* to report to the Counseling and Testing Section (CTS) for individual in-take interview during second semester. The

purpose are as follows: to make a follow-up; gather in-depth information and analysis; interpret their test results; and possible counseling.

- H. Readmission Evaluation.** Interview and administer psychological testing to students who are for readmission. The results will be forwarded to the requesting Colleges for appropriate recommendations and possible actions. A follow-up through counseling is scheduled within a semester.
- I. Exit Interview.** A survey is conducted to a student who plans to leave the University. The information derived from the survey is used to provide feedback on why students are leaving, what they liked about their student life and what areas of the University need improvement.
- J. Referral.** This includes two types of activity: **i)** referral of an individual student to other Professionals like Psychologist outside of the University. **ii)** referral of an individual student by other constituents of the University.

HEALTH SERVICES SECTION

The Office of Student Affairs coordinates with the Health Services Section to provide the health needs of the student. It is recognized that the maintenance of good health among students, faculty and staff is of primary importance. Thus, the following were formulated as the health guidelines.

The Health services are available from 8:00AM to 5:00PM from Monday to Sunday. Two full-time registered nurses attend to the daily health problems of the student, faculty and staff on specified schedules. Medical referrals will be made to the nearest hospital if necessary.

Health Services Guidelines

1. New Students (undergraduate and postgraduate) are required to undergo physical and dental examination conducted by the Health Services Section during enrolment. (Revised UP Code: Art. 328 p. 82). They are also required to submit the following laboratory results during the physical examination:
 - a. Chest X-ray result
 - b. Complete blood count result
 - c. Urinalysis result
 - d. Stool examination result
2. The University Registrar together with the acceptance notice will send of schedule of the physical and dental examination. Students are advised to have their laboratory work-out a week before their physical examination schedule.
3. The University shoulders the physical examination of the new undergraduate students.

Food Service Facilities in UP Mindanao

Available and affordable healthy food service is vital in the life of a student in a university. This is the reason why food service facilities are setup in UP Mindanao. At present, UP Mindanao has two food service facilities providing food services to its constituents.

Student Canteen

Location: Dormitory Extension Building, College of Science and Mathematics

The canteen offers a variety of food products including snacks at a very affordable rate to students, faculty members, and staff. It also offers a comfortable dining experience in its indoor facility with a capacity of approximately thirty-five (35) heads and its outdoor kiosks that can accommodate another thirty (30) heads.

Student Food Court

Students, faculty members, and staff who want to eat on-the-go or have a break between classes, can find convenience at the Student Food Court located at the Kalimudan Center along Kalimudan Lane, a few meters away from the main entrance of UP Mindanao. This food court, offers a variety of food choices to meet students' and employees' needs. Students can choose from a variety of food offerings available, from combo meals, pasta, fruit shakes, and other pastries. These are all available at a very affordable student price. There are around five (5) complimentary food service providers at the food court. Spacious kiosks are also available to serve as a dining area or a convergence area where students can enjoy their food while studying and socializing. The student food court has a capacity of more than one hundred fifty (150) heads at a given time.

General Information on Campus Security

To ensure the safety and security of UP Mindanao constituents and its properties, UP Mindanao has contracted a Security Service Provider annually. Twenty-eight (28) security guards has been deployed in strategic locations in the campus.

Aside from the security service provider, the university tapped the Philippine National Police wherein a Community Police Action Center was established in the campus.

Persons/Office to contact in case of emergency

Prof. Aurelia Luzviminda Gomez
Vice Chancellor for Administration

Mr. Joel N. Sagadal
Land Management Officer III

Mr. Roberto Cardinal
Security in-charge

Mr. Antonio Jamil
Security Officer & Detachment Commander
Black Volt Security Corporation

CAMPUS STUDENT ORGANIZATIONS

Student organizations provide venues for leadership, camaraderie and responsibility. In the University set-up, activities done within these organizations validate inputs in the classroom and develop within students the independence, innovativeness and initiative which have long been characteristics proudly attached to the U.P. student.

As such, under the principle of pluralism, the University has always supported and nurtured the setting up and continued existence of campus organizations, most especially those who uphold the U.P. tradition of Academic Excellence, Integrity and Nationalism.

These organizations are categorized into University-based (U-Based) or College-based (C-Based). The former is a category of organizations whose members come from different colleges in the campus and engaged in a variety of activities which cater to the needs of the General Studentry while the latter comprise a category of organizations whose students belong to just one college. College-based groups are encouraged to be put up to support college-based activities.

Both U-Based and C-Based Organizations are accredited and monitored by the Student Organizations and Activities Section of the Office of Student Affairs.

Undergraduate freshmen students are specifically *barred from joining organizations* as the initial year is considered to be an “adjustment phase” to be fully devoted to purely academic pursuits.

Note: Each Student Organizations and Fraternities/Sororities has its own requirements or qualifications to qualify as members of their organizations.

University of the Philippines Mindanao

Office of the University Registrar

Email Add: registrar.upmindanao@up.edu.ph

Telephone No. 082 293-0201

Cellphone No. +63918 919 0259

Office of Student Affairs

Email Add: osa.upmindanao@up.edu.ph

Telephone No. 082 293-0016 loc. 9050/ 082 293-1353

Cellphone No. +63918 918 4934