08 June 2016

MEMORANDUM ERJ NO. 2016-05

TO: ALL COLLEGE SECRETARIES

FROM: EUGENE REX L. JALAO, PHD
          Assistant University Registrar for CRS

The OUR is inviting you all to attend the 1st Registration Processes Reengineering Workshop together with one of your SREs on July 20 to 22, 2016 (Wednesday to Friday) at the UPLB Continuing Education Center, Los Baños, Laguna.

The eUP-SAIS team will shoulder the transportation, food and accommodation expenses for the entire workshop. Please refer to the attached tentative Program of Activities. Additionally, we are requesting you to bring the following items:

- College Sec Manual
- Faculty Manual
- Any official documents pertaining to the topics in the Program of Activities

Please confirm your attendance and the name of your SRE through Ms. Amy Jorda at local 4470. Additionally, should you have any questions please don't hesitate to call Ms. Jorda.

Furthermore, we are requesting all participants to be at the ITDC Lobby before 5:30 am on July 20, 2016 (Wednesday). We will leave UP Diliman at exactly 5:30 am.

Your utmost cooperation on this matter is highly appreciated.

Thank you very much.

Noted:

MARILYN R. CANTA, PHD
University Registrar

Admission & Registration ext. 4555, 4556, 4564 / admission.our@upd.edu.ph * ARS-CRS Support ext. 4560
Transcript ext. 4561, 4562 / 927-3422 / transcript@upd.edu.ph * Records ext. 4559 , 4563 / records.our@upd.edu.ph
Publications & UC Secretariat ex. 4554, 4558 / uc.secretariat.upd@gmail.com / pucss.our@upd.edu.ph

OBJECTIVES OF THE WORKSHOP

- To review and discuss the current and proposed streamlined systems and procedures using SAIS features with the Diliman College Secretaries and SREs in preparation with the implementation of SAIS in UP Diliman. These processes are:

  1. Pre-Registration Activities and Procedures
     a. Processing of Admission
     b. Class Submission
     c. Account Creation for all Users
     d. Enlistment (Real Time)
     e. Tagging of Ineligibilities (Academic & Accountability)-SERVICE INDICATOR

  2. Registration Week Procedures
     a. Post Advising
     b. Online Wait listing
     c. Assessment
     d. Change of Matriculation
     e. Payment

  3. Other processes:
     a. Dropping
     b. LOA
     c. Grade submission
     d. True Copy of Grades
     e. Academic Advisement – for information of the colleges only.
        (Encoding will start July 18, 2016-to be done by the SREs from the OUR-RMAS and SREs from the Colleges who are in charge of evaluating the graduating students of their respective colleges)

- To decide on new policies to improve and streamline the registration processes.

- To recommend these changes on the Executive Committee, University Council , PAC and /or BOR for approval.