



Republic of the Philippines  
Department of Education



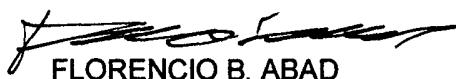
JUN 07 2005

DepED MEMORANDUM  
No. 168, s. 2005

UP COLLEGE ADMISSION TEST (UPCAT)

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

1. The University of the Philippines College Admission Test (UPCAT) for incoming freshmen in SY 2005-2006 will be administered on August 6-7, 2005 to approximately 68,000 students nationwide.
2. Enclosed are UPCAT Posters, Announcement to the High School Principals, other information about the UPCAT, and a separate package with 400 sets of UPCAT 2006 application forms.
3. For more information, please contact Amelia P. Guevarra, Vice-President for Academic Affairs, Quezon Hall, U.P. Diliman, Quezon City, Philippines 1101, tel. no. 926-4736; fax no. (02) 436-7535; 920-6882 and 928-2888; e-mail: [ovpaa@nicole.upd.edu.ph](mailto:ovpaa@nicole.upd.edu.ph)
4. Immediate dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encls.: As stated  
Reference: DepED Memorandum: No. 254, s. 2004  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

ADMISSION or ENROLMENT  
STUDENTS  
TESTS

Draft by: Sally- (UPCAT)  
June 1, 2005  
comp. used: madel



UNIVERSITY OF THE PHILIPPINES  
OFFICE OF ADMISSIONS  
1101 DILIMAN, QUEZON CITY

APRIL 2005

## **IMPORTANT INFORMATION FOR HIGH SCHOOL PRINCIPALS**

Please find enclosed the UPCAT 2006 Application Forms together with other UPCAT information fliers and UPCAT poster. We hope that you will encourage your graduating students to take the UPCAT, which will be administered nationwide on August 6 and 7 of this year.

Over the years we have been doing our best to improve on our UPCAT procedures. This year, with your help we can greatly improve on the efficiency and accuracy with which we process your students' grades. We would therefore like to ask for some much needed information.

We would like to request for a copy of your school's Secondary curriculum (applicable over the past four years) with

- 1) course descriptions indicated (where needed);
- 2) electives (if any) clearly identified and marked; and
- 3) units for each subject clearly indicated.

You may send the above information together with the accomplished UPCAT applications from your school. Please also provide us with a copy of any alternative curricula that your students are allowed to follow.

For your students who will be applying to take the UPCAT we will ask your office to enter all their grades, including failing grades and grades obtained during the summer, into the U. P. Form No. 1 (Secondary School Record) instead of submitting transcripts of records. Certified photocopies of transcripts are needed only for grades earned outside your school and when the applicant needs or needed more than four years to finish high school.

Thank you very much for allowing us to be of better service to your students. Please do not hesitate to contact us for any clarifications or questions.

**(Please see reverse side for details of UPCAT Application.)**

The U. P. College Admission Test (UPCAT) for freshman applicants for Academic Year 2006-2007 will be administered on 06 and 07 August 2005 in U. P. Diliman, Quezon City as well as in 74 regional test centers nationwide.

UPCAT application forms are free of charge and may be photocopied. Your duly authorized representative (with a letter of request signed by the Principal or School Head) may secure copies of the form at the Office of Admissions, U. P. Diliman, Quezon City.

**DEADLINES FOR FILING OF APPLICATIONS:**

**22 June 2005 - Metro Manila schools**  
**29 June 2005 - Non-Metro Manila schools**

To greatly facilitate processing of the applications and to provide instant feedback on deficient applications, please submit accomplished UPCAT application forms from your school directly to our Office as one batch (please see guidelines for batch processing of applications).

Applicants should pay the application fee thru:

1. Postal Money Order (PMO) payable to UPCAT
2. Manager's/Cashier's check (payable to UPCAT) from any of the following banks:
  - Allied Banking Corporation •Banco de Oro Universal Bank •Bank of the Philippine Islands •China Banking Corporation •Development Bank of the Philippines •Equitable PCI Bank •Land Bank of the Philippines •Metropolitan Banking Corporation •Philippine National Bank •Prudential Bank •Rizal Commercial Banking Corporation •Security Bank Corporation •Union Bank of the Philippines •United Coconut Planters Bank
3. Any PNB branch, for deposit to Account No. 075-800048-6 (for peso payments) or Account No. 275-7059935 (for US dollar payments).

NOTE: PNB will be charging a service fee for every applicant processed. Three copies of the validated PNB deposit slips should be attached to the respective application forms upon filing.

**APPLICATION FEE FOR UPCAT 2006**

P450 for Filipinos with annual gross family income of more than P100,000 and resident foreign applicants studying in the Philippines.

If the school is submitting application forms in batch, payment may be made only once for the entire batch. A letter containing an alphabetical listing of applicants covered by the payment and the total amount paid must accompany the batch applications.

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](mailto:oadms@up.edu.ph)

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

## **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.
- Collect the application fees from the students.
  - ◆ P450 for Filipinos with annual gross family income of more than P100,000 and resident foreign applicants
  - ◆ 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 three (3) 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.
    - Two 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 P100,000 or less (supported by 2004 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 2004-2005 (supported by a ranked listing of the school's TOP TEN students with grades up to 3 decimal places signed by the High School Principal/school head). The TOP TEN list must be a single list containing ten names (unless there is a tie for the last rank/place) and must be made across all annexes.

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](mailto:oadms@up.edu.ph)  
or call: 9205301 local 6346, 6347, 6464 / Fax: 9274561

\* NOTE: There will be a service charge of P25 and VAT of P2.50 per applicant.