



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA MTTP 22 - 029

TO Deans, Directors and Heads of Units
Faculty, REPS and Administrative Personnel

FROM *Theresa T. Pasyon Gayong*
MA. THERESA T. PAVON GAYONG, PhD
Vice Chancellor for Academic Affairs

SUBJECT Updates on UP UTAK Forms

DATE 30 May 2022

Please be informed that the following forms are now available in UP UTAK.

For faculty, REPS and administrative personnel:

1. Application for Local Faculty Fellowship
2. Application for Local Study Leave
3. Application for Permission to Engage in Limited Practice of Profession
4. Application for Privilege to Study at Reduced Fees
5. Application for Study Load Credit
6. Faculty Development Fund Request
7. Other Requests to OAT regarding Teaching Load and Overload Credit
8. Request for Affiliate Faculty Appointment
9. Request for Authority to Travel Abroad
10. Request for Waiver of the 6-Unit Load of Lecturers
11. Request for Waiver of the Class Size Requirement

For students:

1. Enrollment Permit Application for International Students

Effective today, 30 May 2022, all application and requests pertaining to the aforementioned list must be done through the UP UTAK(<https://utak.upd.edu.ph>).

Tutorial videos for the aforementioned requests/ applications are available at <https://utak.upd.edu.ph/tutorials/>. Please note that you have to login using your official email address (@up.edu.ph) to be able to access the platform and the tutorial videos.

We shall update you as soon as the other features of the system is available. Should you have any questions or clarifications regarding the system, you may submit them through <https://utak.upd.edu.ph/help-desk/>.

Kindly disseminate. Thank you.

cc: Office of the Vice Chancellor for Administration
Office of the Vice Chancellor for Research and Development
Office of the Vice Chancellor for Student Affairs
Office of the University Registrar
Office of International Linkages - Diliman