



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA MTTP 22 – 071

TO Deans, Directors, Heads of Academic Units and Students

Theresa T. Payongayong
FROM MA. THERESA T. PAYONGAYONG, PhD
 Vice Chancellor for Academic Affairs

SUBJECT UTAK Updates as of 24 October 2022

DATE 22 October 2022

We would like to inform you of the following additional processes/ changes accessible via the platform <https://utak.upd.edu.ph>:

1. Application for NSTP Crediting, which is for the use of students
2. Application for Administrative Load Credit for Deans, Directors, and Unit Heads
3. Application for Travel Authority (abroad) form has been updated to accommodate faculty members with administrative positions outside of the home unit.

Please refer to the tutorials page (<https://utak.upd.edu.ph/tutorials/>) for guidance.

The following are other application/request forms processed via UP UTAK:

Type of Application or Request	Faculty	REPS	Admin	Student
Application for local Faculty Fellowship grants	✓			
Application for local Study Leave	✓	✓	✓	
Application for permission to engage in Limited Practice of Profession (LPP)	✓	✓	✓	
Application for privilege to study at reduced fees	✓	✓	✓	
Application for Study Load Credit	✓			
Faculty Development Fund (FDF) request	✓			
Request for Affiliate Faculty appointment	✓			
Request for Authority to Travel Abroad	✓	✓	✓	
Request for Authority to Travel (Local)	✓	✓	✓	
Request for the waiver of the 6-unit load of Lecturers	✓			
Request for the waiver of the class size requirement	✓			
Other requests for the Office for the Advancement of Teaching (OAT):				
<ul style="list-style-type: none"> • Waiver/Appeal for less than 6 units teaching load for a semester/ trimester • Did not meet the 24-unit required teaching load • To be paid overload, regardless of small classes • Faculty Administrators with more than 6-course credit overload 	✓			
Application for GE Crediting/Substitution				✓
Enrollment Permit application for international students (In-bound students)				✓
International Cross-Enrollment Permit application (out-bound students)				✓



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Please take note that you must use your official email address (@up.edu.ph) to access the system.

Should you have any questions or clarifications, you may send them through <https://utak.upd.edu.ph/help-desk/>.

Please disseminate. Thank you.