DIVISION MEMORANDUM
No. 7/2, S. 2018

10 August 2018

CONDUCT OF THE UNIVERSITY OF THE PHILIPPINES COLLEGE ADMISSION TEST (UPCAT) 2019 and UPCAT 2019 ROADSHOW

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC JUNIOR/JHS SCHOOL HEADS

1. This has reference to the attached unnumbered Regional Memo, dated 07 August 2018, and the Office Memorandum No. PFO-2018-0905 from Usec. Jesus L.R. Mateo, dated July 17, 2018, regarding the conduct of the UP College Admission Test (UPCAT) 2019 on September 15-16, 2018, across 85 Test Centers nationwide (see attachments).

2. The deadline for submission of UPCAT 2019 applications is on August 3, 2018 for learners from public schools in Metro Manila, and on August 10, 2018 for learners from public schools outside Metro Manila.

3. Please note that UPCAT 2019 application is free of charge for all Filipino applicants.

4. In order to guarantee diversity of the University student population, the UP Office of Admissions will be conducting the UPCAT Roadshow – a briefing about the UP System, the UPCAT, and how to apply for admission into UP – in different public schools in the country. School Heads and other concerned personnel are advised to coordinate with the UP Office of Admissions regarding the conduct of the UPCAT roadshow in schools.

5. For more information, please see attachments. For inquiries, please contact Ms. Diane Catibog at telephone numbers (02) 926-4002 or (02) 982-8500 local 3831, or through testdev.upoa@gmail.com.

6. For your information and guidance.

WINNIE E. BATOON, Ed.D
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the SDS:

SOLLIE B. OLLIVER, LLB, MATE
Chief Education Supervisor, SGOD
Officer-In-Charge

End: As stated
To be indicated in the Perpetual Index under the following subjects: SCHOLARSHIP; UPCAT
CUT-HRD: 10 August 2018; Conduct Of The University of the Philippines College Admission Test (UPCAT) 2019 and UPCAT 2019 Roadshow

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MEMORANDUM

To: SCHOOLS DIVISION SUPERINTENDENTS
   ALL PUBLIC SCHOOL HEADS

Subject: Corrigendum to Memorandum dated August 7, 2018
   re: Conduct of the University of the Philippines College Admission Test
   (UPCAT) 2019 and UPCAT 2019 Roadshows

Date: August 9, 2018

1. This Office would like to correct the deadline for learners from outside Metro Manila
   scheduled on August 20, 2018, as stated in paragraph 4, should be August 10, 2018 consistent
   with the attachments from Central Office.

2. All other provisions of the said memorandum still remain.

2. Please be guided accordingly.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl.: as stated

ROE2/ajm
MEMORANDUM

To: SCHOOLS DIVISION SUPERINTENDENTS ALL PUBLIC SCHOOL HEADS

Subject: Conduct of the University of the Philippines College Admission Test (UPCAT) 2019 and UPCAT 2019 Roadshows

Date: August 7, 2018

1. Attached is a copy of a Memorandum from Usec. Jesus L.R. Mateo, Undersecretary, informing this Office that the University of the Philippines (UP) Office of Admissions is currently preparing for the UP College Admission Test (UPCAT) 2019 which will be administered on September 15 and 16, 2018 in 85 Test Centers nationwide.

2. In order to guarantee diversity of the University student population, the UP Office of the Admissions will be conducting the UPCAT roadshow – a briefing about the UP System, the UPCAT, and how to apply for admission into UP – in different public schools in the country.

3. Please note that UPCAT 2019 application is free of charge for all Filipino applicants. School Heads and other concerned personnel are advised to coordinate with the UP Office of Admissions in the conduct of the UPCAT roadshow in schools.

4. The deadline for submission of UPCAT 2019 applications for learners from public schools in Metro Manila is August 3, 2018 while the deadline for learners from public schools outside Metro Manila is August 20, 2018.

5. Further, attached are copies of the List of Test Centers, Brochure, and other important information.

6. For more details and proper coordination, please contact Ms. Diane Catibog at telephone number (02) 926-4002, (02) 982-8500 local 3831, or through testdev.upoa@gmail.com.

7. Please be guided accordingly.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl.: as stated

ROE: 24pm
University of the Philippines College Admission Test

ACADEMIC YEAR 2019-2020
EXAM DATE: SEPTEMBER 15 & 16, 2018
(SATURDAY AND SUNDAY)

TEST CENTERS

WHOM MAY TAKE THE UPCAT

1. Senior high school student expecting to graduate before SY 2019-2020 from a DepEd-accredited high school or an accredited secondary school abroad, OR
2. Graduate of a DepEd-accredited high school or accredited secondary school abroad AND
3. With final grades for three (3) high school years preceding the year of graduation;
4. Must not have taken any college subject(s) prior to taking the UPCAT; AND
5. Must not have taken the UPCAT before.

Three (3) MINIMUM CUT OFFS are to be able to take the UP CAT.

CHECKLIST OF REQUIREMENTS

CATEGORY OF APPLICANT

I. Local

II. Graduated of a DepEd-accredited high school or accredited secondary school abroad:

1. Senior HIGH SCHOOL GRADUATE not having been graduated: "Graduate of a DepEd-accredited high school or accredited secondary school abroad:"

2. Graduate of a DepEd-accredited high school or accredited secondary school abroad: SY 2019.

3. V

DEADLINE

For INTERNATIONAL applicants and FOR FOREIGN Applicants: Pay Officer at the UP Office of Admissions.
Admission into a degree program is based on rank per chosen program and cut-off grades. If you do not qualify for admission to a program in another UP campus if your UPCAT is within the campus posted cutoff grade, and the program has available slots. Present your Non-Qualifier's Slip indicating your UPCAT to determine the UP admission grade (UGP). To implement the policy of demographic access, the selection of campus qualifiers also considers socioeconomic and geographic factors.

Qualifying for a Campus

All UPCAT applicants are ranked based on the UPG to determine Campus Qualifiers.
- Selection is based on the applicant's choice of campus and rank, plus the campus quota and cut-off grade.
- If you do not qualify for your first choice of campus, you are automatically screened for your other choices.

Qualifying for a Degree Program

Campus Qualifiers are ranked according to grade predictors of their chosen degree programs.
- Admission into a degree program is based on rank per chosen degree program and program quota.
- If you don't make it to your first choice of program, you will be screened again for your next choice.
- If you still do not make it to your last indicated course choice you will remain qualified for that campus but must then find a degree program with available slots (DPVIS) in that campus. The Director of the Office of Student Affairs will then notify your first choice of program.

For SY 2019-2020, UP welcomes the new batch of freshmen who will continue to university after the full implementation of Senior High School. UPCAT2019 will be administered nationwide on September 15-16, 2018.
SY 2019-2020 ADMISSIONS THROUGH THE UPCAT

I. MINIMUM APPLICATION REQUIREMENTS
1. Senior high school student expecting to graduate before SY 2019-2020 from a DepEd-accredited high school or an accredited secondary school abroad; OR
2. Graduate of a DepEd-accredited high school or accredited secondary school abroad; AND
3. With final grades for three (3) high school years preceding the year of graduation;
4. Must not have taken any college subject(s) prior to taking the UPCAT; AND
5. Must not have taken the UPCAT before.

II. HOW TO APPLY FOR THE UPCAT

STEP 1. Fill out application Form 1 (UPCAT Application for Freshman Admission) online or manually. Online application will be available by July 2018.

For ONLINE application of UPCAT Form 1:
For instructions, visit https://upcatonline.up.edu.ph.
You will need to read the UP Privacy Notice for UPCAT Applicants before filling up Form 1.
The UPCAT Online application should be accessed on a laptop or pc, not on a mobile phone/tablet.

Make sure you have a stable internet connection.

a. Fill out UPCAT Form 1 completely online. You will need an email address for logging on to your application account and receiving notifications about your application.
b. Print out the pdf copy of your accomplished Form 1, which will be sent to your email upon completion of Form 1.
c. Print out UPCAT Form2 which will also be sent to your email with Form 1.
d. Sign in the appropriate boxes provided in Forms 1 and 2 for your signature.

Please use legal size (8.5X13) bond paper for printing Forms 1 and 2.

For MANUAL application of UPCAT Form 1:

a. Get UPCAT application forms from:
   • Your authorized school representative
   • The System Office of Admissions in UP Diliman
   • The Office of the Registrar in a UP campus outside UP Diliman
b. Fill out Form 1 completely and sign in the appropriate boxes provided for your signature.
c. Attach required documents.(Refer to checklist below)

Step 2. Give UPCAT Form 2 (Secondary School Record) to your high school principal/school head to be filled out. Only a duly authorized school official may fill out this form with your high school records. Make sure both you and the school official sign Form2 and that you get back the accomplished Form2.

Step 3. FOR NON-FILIPINO APPLICANTS ONLY: Pay the UPCAT Application fee.
The non-refundable UPCAT Application Fee is:
• P450 for resident foreign applicants studying in the Philippines
• US$50 for non-resident foreign applicants

MODES OF PAYMENT:
The application fee may be paid through any of the following:
• Any Land Bank (LBP) branch.
• Any Philippine National Bank (PNB) branch
   Account No. 108610027120 (for peso payments)
   Account No. 10868027135 (for US dollar payments).
NOTE
1. Landbank and PNB will be charging a service fee of P5 for every application
2. For LBP, use 001002 for Peso payment and 001003 for US dollar payment
3. Peso payments can only be made through a bank forwarding agency.
4. All payments are final and not refundable.

Step 4. Submit the completed UPCAT Forms 1 and 2 and all other required documents.
Applications may be submitted to:

1. UP Office of Admissions, University of the Philippines, 1101 Diliman, QC, either in person OR through the authorized school representative, OR by mail

2. Selected regional UPCAT application filing centers in:
   • UP Baguio, UP Cebu, UP EPP in Pampanga, UP Los Banos, UP Iloilo, UP Tacloban and UP Mindanao

Include a self-addressed return courier pouch if the Test Permit is to be mailed back to you. Be sure to use your school address. You will be notified by email regarding the status of your application and the details of your Test Permit. You may also monitor the status of your application by logging on to your UPCAT Online Account (https://upcatonline.up.edu.ph)

Step 5. Claim your Test Permit.

a. For applications filed through an authorized school representative, pick up your Test Permit from the school representative, about a week after the date of submission of application;

b. For personally filed applications, pick up your Test Permit from the Office of Admissions on the same day;

c. For applications filed thru regional filing centers or by mail, wait for your Test Permit to be mailed to your school. The list of examinees with processed applications will also be sent to your school’s official e-mail address. If your name is not among the listed examinees for your school, check with the Office of Admissions (9818500 loc 3827, 3828 or 3831), and follow-up with the UPCAT Examiner assigned to the UPCAT Test Center nearest to your high school on the Friday just before the UPCAT.

• Remember the date, time and place of your UPCAT session.

III. TAKING THE UPCAT

Go to your designated Test Center on the date specified in your Test Permit: SEPTEMBER 15 or 16, 2018.
Be there by 8.30am (AM session) or 12nn (PM session).
• Bring only your Test Permit, 2 good quality pencils, sharpener, rubber eraser, and snacks.

The test administration will last about five hours.

The use of cellphones, calculating devices, and/or cameras during the test is strictly prohibited and will be a cause for immediate rejection of application for admission to UP.

IV. UPCAT RESULTS

Check the UP website https://upcat.up.edu.ph for announcements and posting of UPCAT results by March 2019.
A list of UPC Qualifiers from your school will be sent to your principal. Individual notices will also be sent to all examinees.

If you qualify for admission to UP, register according to the instructions provided in the office of your school or online.
FRESHMAN ADMISSIONS FOR INTERNATIONAL APPLICANTS

A foreign or Filipino applicant who has graduated or is graduating from a secondary school/home school abroad (i.e. international applicant) who has not enrolled in college may be admitted to the freshman class by automatic admission OR by taking the UPCAT. Filipino students from Philippine high schools in the Middle East may also apply.

By Automatic Admission

An international applicant may apply for automatic admission (i.e. without taking the UPCAT) if she/he meets the following requirements:

1. Completion of a high school program in the country where she/he had secondary education (including the completion of a one- or two-year pre-university education in a country where such a program is a prerequisite for admission to a bachelor's degree program) and
2. Qualifications for college admission by any of the following national or international foreign- and/or examinations:

a. College Entrance Examination (CEEs) (Filipino or Foreign) - minimum score (500 if paper-based or 173 if computer-based) or
b. GCE Advanced Level (A) or Ordinary Level (O) subjects + Passes OR
   Evidence-based Writing - 650
   OR
   2 ordinary (O) level passes and 3 advanced (A) level passes
   OR
   a. International Baccalaureate (IB) Diploma,
   b. SAT, ACT, or TOEFL tests
   c. International Baccalaureate (IB) Diploma

3. In the case of an applicant whose native language or whose medium of instruction in the secondary school is not English, evidence of English proficiency at the college level is required before application.

If the applicant takes the UPCAT but receives a low quality, he/she can no longer be admitted under automatic admission. The student has the option to enter UP as a transferee after satisfying the transfer requirements and the non-refundable application fee will be processed. If the applicant takes the UPCAT but does not qualify, he/she may not longer be admitted under automatic admission. The student has the option to enter UP as a transferee after satisfying the transfer requirements.
UNDERGRADUATE PROGRAMS

CAMPUS / COURSE CODE / PROGRAM

UP BAQUIO (www.upb.edu.ph)

UP VISAYAS - CEBU (www.upc.edu.ph)

UP VISAYAS - LOOLO (www.upv.edu.ph)

UP OPEN UNIVERSITY (www.upo.edu.ph)

THE DIRECTOR

University of the Philippines
Office of Admissions

3001 A. Bonifacio Street, Quezon City

www.up.edu.ph