



Office of the Vice Chancellor for Academic Affairs
Office of the Vice Chancellor for Planning and Development

UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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03 April 2025

JOINT MEMORANDUM NO. 2025-02

TO : **THE DEANS AND HEADS OF ACADEMIC UNITS**

ATTENTION : **THE COLLEGE SECRETARIES**

FROM : **BERNADETTE HEIZEL M. REYES, MD, MHPEd**
Vice Chancellor for Academic Affairs

JOSE V. TECSON III, MD, DHPEd
Vice Chancellor for Planning and Development

SUBJECT : **Lifting of Suspension on Late Registration/Payment, and Form 5
Generation and Payment of Fees for Second Semester, AY
2024-2025**

We are pleased to inform you that a significant development and improvement in ISKOLAR has been made in the past weeks. This allows us to lift the suspension on the late registration and late payment of fees for the Second Semester, AY 2024-2025 (OVCAA Memorandum 2025-06).

In view of this, payment of tuition fees for the Second Semester, AY 2024-2025 (if applicable) may be made **until 30 April 2025**. Beyond this date, late registration and payment of fees must be requested from the OVCAA, through channels, for approval.

Please remind your students to have their ISKOLAR-generated billing statement validated by your respective Office of the College Secretary (OCS) prior to payment at the Cash Office. Students who are beneficiaries of the free tuition and Student Learning Assistance System (SLAS) Brackets E1 and E2 are required to generate their Form 5 from ISKOLAR and have the printed Form 5 validated by their respective OCS. The deadline for validation of Form 5 is **on 15 April 2025**.

The guide on how to generate Form 5 and the billing statement is attached and may also be found through the link below:

 **[ISKOLAR] How to Generate Form 5, Billing Statement and Online Payment Options (1).pdf**

For any concerns on the use of ISKOLAR, please contact the ISKOLAR DevTeam at upm-iskolar@up.edu.ph.

Thank you very much for your continued patience and support.

For your information, guidance, and compliance.

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cf:

*Office of the Vice Chancellor for Administration and Finance
Cash Office
Information Management Service
Office of the University Registrar
Office of Student Affairs
University Student Council*