



UNIVERSITY OF THE PHILIPPINES
Quezon City

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To: **Chancellors**
University Registrars
Heads, Accounting Offices
Heads, Cash Offices
Heads, Legal Offices

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Subject: **GUIDELINES TO FACILITATE VOLUNTARY CONTRIBUTION IN
THE UNIVERSITY OF THE PHILIPPINES (UP)**

Please find attached Guidelines to Facilitate the Voluntary Contribution in UP issued to establish the Voluntary Contribution mechanism provided for under RA 10931, otherwise known as the *Universal Access to Quality Tertiary Education Act*.

University Registrars, Accounting Offices, Cash Offices, and Legal office personnel must confer with their respective Chancellors before implementing these Guidelines.

The attached Guidelines are subject to change pending the receipt of additional instructions on reporting and billing from the Unified Students Financial Assistance System for Tertiary Education (UniFAST) through CHED.

For your guidance.

Guidelines to Facilitate Voluntary Contribution in UP

Introduction

These Guidelines are intended to assist the Deans, College Secretaries, University Registrars (URs), Accounting Offices, Cash Offices, and Legal Offices in implementing Republic Act No. 10931 in every UP Constituent University (CU). Deans, College Secretaries, URs, Accounting Offices, and Cash Offices, and Legal Office personnel must confer with their respective Chancellors before implementing these Guidelines.

These implementing guidelines are issued to establish the Voluntary Contribution mechanism provided for under RA 10931. The Guidelines are based on the Implementing Rules and Regulations of Republic Act No. 10931, signed by the UNIFAST Board on 22 February 2018.

Implementation

The University shall develop a Voluntary Contribution Form to facilitate collection.

The CU Accounting Office shall prepare the Form to facilitate the student's voluntary contribution and detailed flowcharts to facilitate the processing of the voluntary contribution.

The form shall contain the following basic elements:

- Name, student number, and academic unit of the student;
- A statement that the student is aware that he/she may make a voluntary contribution under RA 10931;
- A statement that the student will make a voluntary contribution;
- Space to state the financial amount (in Philippine Pesos and in words and figures) of the voluntary contribution;
- A statement that the decision to contribute said amount is voluntary and not done under duress;
- Information on the Trust Fund Account, to include the account number and the intended purpose/s for where the voluntary contribution will be utilized;
- A statement of the semester/trimester of the academic year when the student will contribute;
- An acknowledgement that the student has the financial capacity to make the voluntary contribution;
- Space to indicate the Name and Signature of the student, and the date that the form is signed;
- Space to indicate the Name and Signature of the parent or guardian of MINOR STUDENTS, and a statement informing the College that they have given their consent to

contribute. IF THE STUDENT IS NO LONGER A MINOR, the signature of the parent or guardian shall no longer be required;

- Space for the name and signature of the Person-in-Charge authorized to receive the Form;
- Space for the name and signature of the University Registrar; and
- Space for the details to indicate notarization by the CU Legal Office.

Students who are eligible for Free Tuition and Other School Fees (OSF) may voluntarily contribute any amount to the University during the registration period.

Undergraduate students may contribute any financial amount during the registration period. To facilitate contribution, a student shall submit an accomplished Voluntary Contribution Form during the registration period of the semester/trimester. Once submitted and accepted by the College Secretary, the student may pay the amount indicated in the Form at the CU Cash Office.

To facilitate collection of voluntary contribution, the Dean shall identify the College Trust Fund Account where the voluntary contribution will be deposited. The Dean shall also designate a Person-in-Charge from the College who will authorize deposits through the acceptance of accomplished Voluntary Contribution Forms.

Procedures

Students who choose to pay a voluntary contribution shall accomplish a Voluntary Contribution Form.

The Person-in-Charge shall accept the Voluntary Contribution Form and submit the accomplished Form to the University Registrar for his/her formal acceptance.

The Voluntary Contribution process shall be as follows:

Step 1: Prior to assessing a student's Form 5, the Person-in-Charge shall ask the student if he/she is willing to make a voluntary contribution. If the student expresses his/her intent to contribute, the Person-in-Charge shall give the student a Voluntary Contribution Form. Otherwise, the Person-in-Charge shall instruct the student to proceed with the assessment and printing of Form 5 to complete his/her registration.

Step 2: The Student shall fill out the Voluntary Contribution Form, in duplicate. To be able to contribute, the student shall indicate ALL OF THE FOLLOWING:

- Awareness of the Free Tuition and OSF granted by RA 10931,
- Awareness of responsibility attached to subsidy granted under RA 10931,
- Willingness to make a voluntary contribution,
- Acknowledgement that the decision to contribute is voluntary and not done under duress,
- Amount of the voluntary contribution to be made by the student,
- Period when student will contribute,
- Information on how the collection will be utilized,
- Name and Signature of the student, and

- IF THE STUDENT IS A MINOR, signature of the parent or guardian, informing the College that they have given their consent to make a voluntary contribution. IF THE STUDENT IS NO LONGER A MINOR, the signature of the parent or guardian shall not be required.

Step 3: The student shall submit the accomplished Voluntary Contribution Form to the Person-in-Charge.

Step 4: The Person-in-Charge shall review the form. If the form is complete, the Person-in-Charge shall indicate his/her Name and Signature as acceptance of the accomplished Voluntary Contribution Form, on behalf of the University Registrar. Otherwise, the Person-in-Charge shall return the form to the student to complete it.

Step 5: The Person-in-Charge shall prepare a Statement of Account, indicating the (1) financial amount to be contributed by the student (in Philippine Peso and in words and figures), and (2) the Trust Account Number where the amount will be deposited. The Person-in-Charge shall then instruct the student to proceed to the CU Cash Office or to an authorized depository bank of the CU, for payment.

Step 6: The Person-in-Charge shall forward the accomplished Voluntary Contribution Form to the University Registrar for his/her acceptance. The University Registrar shall then forward the accepted Form to the CU Legal Office for notarization.

Step 7: The University Registrar shall forward the notarized Voluntary Contribution Form to the CU Cash Office for reconciliation with collections.

The voluntary contribution shall be accepted during the Registration Period only.

At the end of the Registration Period, the CU Cash Office shall submit a list of students who made a voluntary contribution to the University Registrar. The list shall contain the names and student numbers of the students, their respective degree programs, and the respective amounts they contributed. The list shall form part of the Billing Report to be submitted to the UP System.