



General Education Center (GEC)

External Services



1. Request for crediting of GE course/s

Request of transferees/ shiftees for crediting of GE course/s taken in other CUs or outside the University

Office or Division:	General Education (GE) Center			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	UPD Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting letter		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the UPD UC Committee on Students Admission, Progress and Graduation (CSAPG) through the college/ unit	1. Receive the request letter from the UPD UC CSPAG and encode in the Office Document Tracking System	None	15 Minutes	Receiving personnel Office Associate for Research Programs
	2. Review the request letter and include in the agenda of the UPD GE Committee meeting	None	20 Minutes	Supervisor
	3. Review of the request in coordination with the concerned GE Offering Unit	None	20 days	UPD GE Committee and concerned GE Offering Unit
	4. Prepare a letter to UC UPD CSAPG regarding the UPD GE Committee's action	None	30 Minutes	Supervisor
	5. Letter for signature of the GE Center Director	None	25 Minutes	GE Center Director
	6. Letter for signature of the UPD GE Committee Chair/ VCAA	None	25 Minutes	UPD GE Committee Chair/ Vice-Chancellor for Academic Affairs



	7. Release the letter	None	5 Minutes	Releasing personnel Office Associate for Research Programs
TOTAL:		None	20 Days, 1 Hour, 50 Minutes	