



UNIVERSITY OF THE PHILIPPINES

Quezon Hall, Diliman, Quezon City 1101 Philippines

9 July 2025

OVPA, OVPPA & OVDPx JOINT MEMORANDUM NO. 2025-01

TO: **Chancellors and University Registrars**



FROM: **LEO CUBILLAN**
Executive Vice President
Officer-in-Charge, Office of the Vice President for Academic Affairs



MARIAN COQU/A-REGIDOR
Vice President for Public Affairs



PETER SY
Vice President for Digital Transformation

SUBJECT: **STREAMLINING THE PROCESS FOR U.P. ALUMNI EMAIL
ACCOUNT CREATION FOR APPROVED GRADUATES AS OF FIRST
SEMESTER ACADEMIC YEAR 2024-2025 AND ONWARDS**

The Offices of the Vice Presidents for Academic Affairs (OVPA), Public Affairs (OVPPA), and Digital Transformation (OVDPx) are issuing this memorandum to establish a more expedient and streamlined process for the creation of UP alumni email accounts, which will be implemented starting with UP graduates approved by the Board of Regents and/or the UP President as of the First Semester, Academic Year 2024-2025 and onwards.

cc: Vice Chancellors for Academic Affairs
Associate Dean for Academic Affairs, UP Tacloban
Information Technology Development Center



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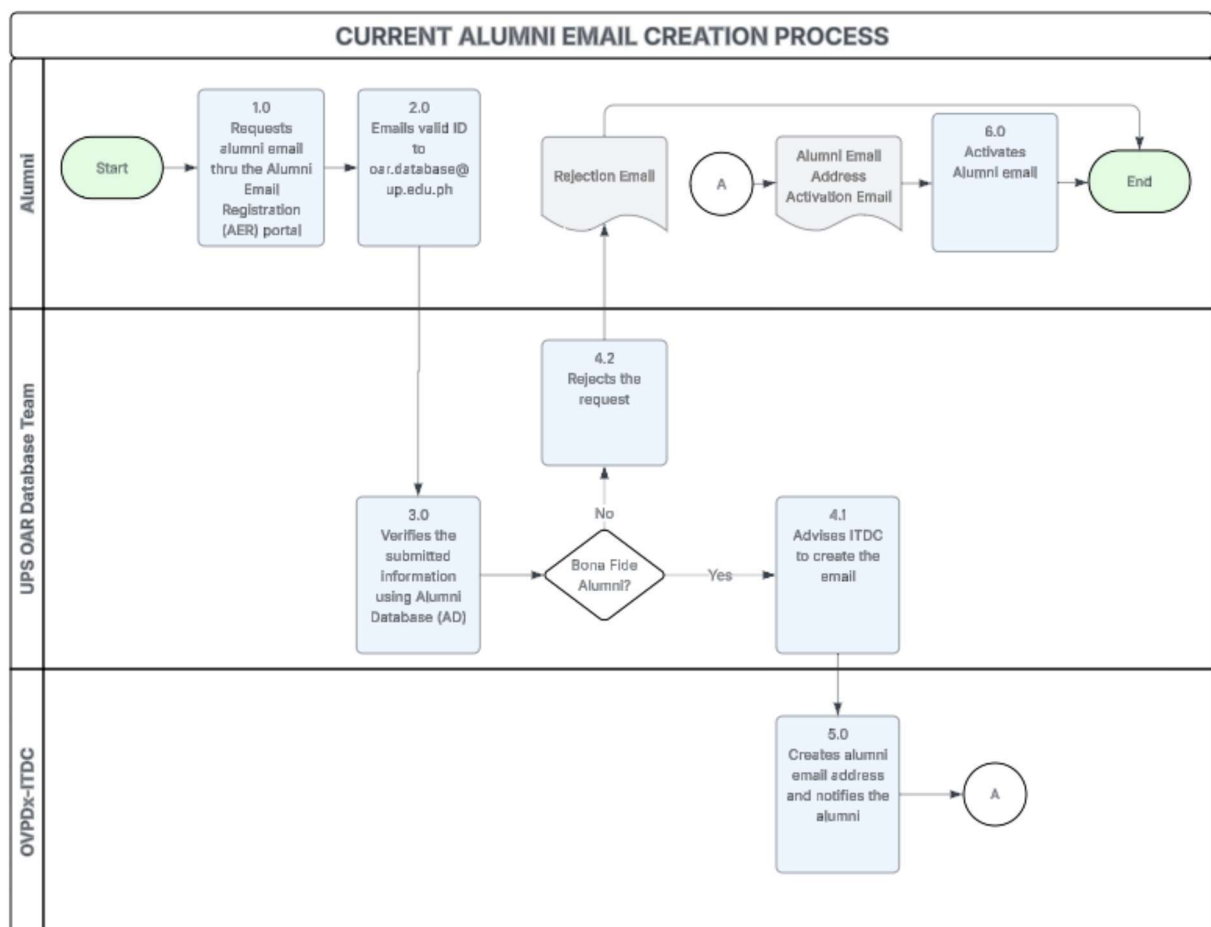
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1. BACKGROUND

It is important for any bona fide UP Alumni to receive their alumni email address. It grants them access to update their profile in the Alumni Database using the Alumni Profiling Update portal (apu.up.edu.ph). It also allows them to receive communications from the Office of Alumni Relations and benefit from ongoing initiatives to improve alumni services.

The Current Process

UP alumni emails are provided by request using the Alumni Email Registration portal (alum.up.edu.ph/database). The following diagram illustrates the current process.





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The process starts with an alumnus requesting an alumni email through the Alumni Email Registration portal (alum.up.edu.ph/database). The alumnus provides the required information in the portal, and sends a valid ID to the UPS OAR Database Team who then verifies if they are a bona fide alumnus. If verified as bona fide alumnus, the email request is approved, and the OVPDx-ITDC issues the email account to the alumnus.

Information provided in the AER portal is also used to update the Alumni Database through a scheduled batch upload. If a record exists, the alumni record is updated. If the record does not exist, the batch program inserts a record in the Alumni Database.

Data Privacy Compliance

The initiative to streamline the current process has received strong endorsement from the Data Protection Officer of the University of the Philippines System. The UPS DPO has previously undertaken significant efforts to advance this initiative and lay the groundwork for its realization. A more detailed background of these efforts is provided in Annex A.

2. NEW PROCESS FOR CREATING UP ALUMNI EMAIL ACCOUNTS

The streamlined new process applies to graduating students from First Semester Academic Year 2024-2025 onwards.

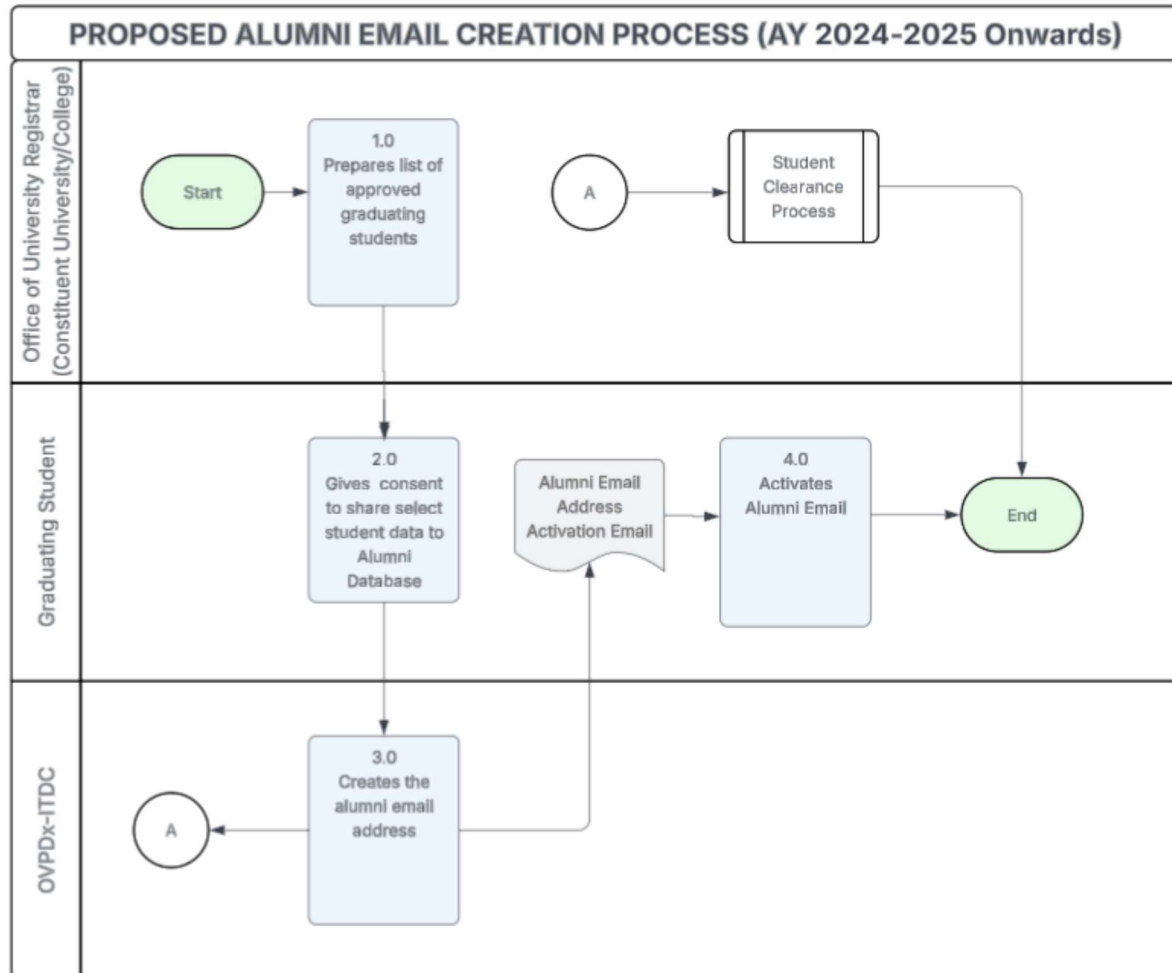
The OVPDx-ITDC will create email accounts (@alumni.up.edu.ph) for each bona fide alumni whose graduation was approved by the Board of Regents or the UP President as the duly authorized delegate of the BOR.

The new process is provided in the diagram.



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This streamlined process will:

1. Eliminate the need for the abovementioned alumni who graduated with a date as of First Semester 2024-2025 onwards to individually apply for UP alumni email accounts
2. Reduce privacy risks for such alumni and corresponding legal risks for the University
3. Lessen workload for UPS OAR and OVPDx-ITDC
4. Enable more secure administration of alumni exit and future quality assurance surveys
5. Automatically enter the partial relevant personal data of such graduates into the UP Alumni Database managed by the UPS OAR



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3. ACTIONS REQUIRED

1. University Registrars

i. Create List of Graduating Students

University Registrars, through responsible personnel, must submit the following data in CSV format to OVPDx-ITDC and UPS OAR Database Teams within fifteen (15) working days after BOR/Presidential approval of graduation candidates. For graduates for Academic Year 2024 to 2025, the deadline is on July 25, 2025.

- i) Graduate's complete name (Surname, First Name, Middle Name)
- ii) Graduate's student number
- iii) UP student email of the graduate
- iv) Personal email address of the graduate
- v) Degree or certificate awarded and the Constituent University or Autonomous College where the degree and or certificate was/were obtained, honors received (if any), as approved by the BOR/President
- vi) All other UP Degrees or Certificates and Semesters and Academic Year(s) of conferment and the CUs or Autonomous College where such degree/s and/ or certificate/s was/were obtained as well as any honors received².

Please follow the attached CSV template (Annex B) prepared by OVPDx-ITDC without modification to ensure smooth data consolidation.

ii. Provide Summary of Graduating Students

To help verify the completeness of the csv files submitted and uploaded, the University Registrars must also provide the following information to OVPDx-ITDC and UPS OAR Database Teams:

- i) Academic Year

Data Privacy Act Compliance (UPDATED) requiring all UP constituents including UP alumni to use their UP email in order to send email to UP offices and access UP data processing systems such as the University Information Systems, Computerized Registration Systems of constituent universities, and others, and to activate the two-step verification (https://privacy.up.edu.ph/memos-and-issuances/MEMO_NO._TJH_2019-07A.PDF).

² Such personal data will also help enable OVPDx-ITDC and UPS OAR determine if a graduate may already have been previously issued UP alumni email.



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- ii) Campus
- iii) Total number of graduates per college
- iv) Total number of graduates per degree

iii. Ensure consent is provided by students in sharing information to the Alumni Database

The University Registrars must incorporate mechanisms to ensure that students agree to share information to the Alumni Database. They need to communicate that alumni emails will be automatically created for approved graduating students. They also need to get students to agree that select student information will be passed on to the Alumni Database to facilitate the alumni profile updating process.

b. OVPDx-ITDC

i. Create the alumni email accounts en masse.

The verification code for the activation of the UP alumni email account shall be sent by OVPDx-ITDC to the respective UP mail student emails of the graduates while all OVPDx-ITDC announcements related to the en masse creation of the alumni email of graduating students whose graduation has been approved by the BOR or the UP President will be sent to their registered personal email as well as UP student email in order to ensure that such graduates will:

- i) have adequate notice of the creation of such UP alumni emails (email to be crafted and transmitted by OVPDx-ITDC);
- ii) be reminded of their duty to answer the exit survey which is required for the issuance of a University clearance per OVPAA Memo 2023-98
- iii) be duly informed of the target date or period for the secure deletion of their UP mail student email accounts once the deadline for officially enrolling in a subsequent degree in any CU or autonomous College of the UP System has passed (email to be prepared and sent by CU IT that is in charge of the deletion of such accounts in coordination with the OVPDx-ITDC) and

ii. Transmit the list of alumni emails created

Once such UP alumni emails have been created, the OVPDx-ITDC shall transmit a consolidated list per CU or autonomous College, organized by degree program



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per College, to the University Registrars to enable the academic units of the CUs to administer the compulsory exit survey before a graduate is issued the requisite University clearance. OVPDx-ITDC may consider options to make this step more efficient.

iii. Upload the CSV file of graduating students submitted by the OURs

OVPDx-ITDC will facilitate the uploading of all CSV files submitted by the OURs into the Alumni Database. They will also provide a report of completion and exceptions encountered during the uploading process to the respective OURs to ensure they are resolved in a timely manner.

c. The UPS OAR Database Team

The UPS OAR Database Team will use the files provided by the OUR to verify the identities of recent graduates in the event that problems are encountered during uploading, especially in cases where they receive requests from the UPAA for the verification of the UPAA application of such alumni with their consent³.

Your timely submission will ensure graduates promptly receive their UP alumni email accounts and for the OAR alumni database to be kept accurate and up to date. Your cooperation is critical to the successful implementation of this initiative. For any concerns regarding this memo, you may contact the **Office of Alumni Relations, Director Maria Tricia Yvonne Endozo-Villanueva** (mmendozovillanueva@up.edu.ph) or call +63 (2) 8929-8226 or 8981-8500 local 4251.

³ The certification and consent form for candidates for graduation for 2025 per OVPAA Memo 2024-171 allows such candidates to grant consent for UPS OAR to provide their names, degree(s) and honor(s) earned, contact information as well as such other relevant personal information so as to enable the University of the Philippines Alumni Association (UPAA) and its chapters to effectively communicate with such candidate as an alumnus or alumna of UP, and for such other necessarily related purposes for processing including the verification of his/her identity as a bona fide graduate of UP and the prevention of fraud. Note, for example, that UP alumni are allowed to apply for UP stickers and to avail of library privileges.



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ANNEX A

Data Privacy Compliance

The University of the Philippines System Data Protection Officer (UPS DPO) conducted privacy impact assessments (PIAs) pursuant to Sec. 13 (c) of the Board of Regents approved UP System Data Privacy Manual⁴ on data processing systems (DPS) of the UP System Office of Alumni Relations (OAR) that process sensitive personal information of alumni (Alumni Email Registration [AER]⁵ and Alumni Profile Updating System⁶) as well as the Systemwide DPS of the University Registrars for which the UP privacy notice for students⁷ and related certification and consent forms for admission and graduation⁸ were revised for compliance with the Guidelines on Consent⁹ of the National Privacy Commission.

UPS DPO, in line with the Philippine Data Privacy Act of 2012 (PDPA) processing principles¹⁰ (see Sec. 12) and the duty of government to adopt physical, organisational and technical measures in order to secure the processing of personal data¹¹ as well as the requirement for government agencies and offices including State Universities and Colleges to periodically review the processing of applications received for the exercise of a privilege¹² for the purpose of reducing red tape¹³ recommended to concerned offices after the conduct of such PIAs, that the UP through the OVPDx-ITDC create en masse for all alumni whose graduation will be approved by the Board of Regents or the UP President as the duly authorised delegate of the BOR, UP alumni emails (@alumni.up.edu.ph) starting with those who graduated as of

⁴ [CERTIFIED TRUE COPY_DATA PRIVACY MANUAL 2023 EDITION.pdf](#)

⁵ <https://alum.up.edu.ph/database/>

⁶ Alumni Profile Updating (APU) System

⁷ UNIVERSITY OF THE PHILIPPINES (UP) PRIVACY NOTICE FOR STUDENTS (REVISED AS OF THE 1ST SEMESTER 2024-2025)

⁸ Refer to OVPAA Memos 2024- 65 Posting of the Revised Privacy Notice for UP Students and Use of the Revised Certification and Data Privacy Consent Forms for AY 2024-2025; 2024-71 Revised Harmonized OUR forms and 2024-171 Data Privacy Consent Form for Candidates for Graduation

⁹ [NPC-Circular-No.-2023-04_Guidelines-on-Consent_07Nov2023.pdf](#)

¹⁰ Sec. 12 of the PDPA [Republic Act 10173 - Data Privacy Act of 2012 - National Privacy Commission](#) and Sec. 19 of its IRR [Implementing Rules and Regulations of the Data Privacy Act of 2012 - National Privacy Commission](#)

¹¹ Sec. 22 of the PDPA [Republic Act 10173 - Data Privacy Act of 2012 - National Privacy Commission](#)

¹² Secs. 1 to 3 of the IRR REPUBLIC ACT NO. 11032 (CSC, ARTA, DTI Joint Memorandum Circular No. 2019-001) - THE IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 11032 OTHERWISE KNOWN AS THE "EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018" - Supreme Court E-Library

¹³ Sec. 4 of the IRR of RA 6713 [Implementing_Rules_of_RA_6713.pdf](#)



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the First Semester of Academic Year 2024-2025 onwards instead of having such new graduates file individual applications for their respective UP alumni email accounts through the Alumni Email Registration (AER) site.

Pursuant to the principles of transparency and democratic consultation required by RA 9500,¹⁴ UPS DPO obtained inputs for the crafting of this memorandum from the Assistant Vice President for Academic Affairs (Quality Assurance), the then Director, Officer in Charge and staff of the database section of the UP Office of Alumni Relations and the Assistant Vice President for Curriculum as Chair of the Systemwide Committee of University Registrars and the University Registrars as well as the OVPDx-ITDC Director and its Software Engineering section. UPS DPO copy furnished VP DX and the DX office¹⁵ as well as the Office of the Vice President for Public Affairs that exercises supervision over the OAR with the email exchanges concerning this proposal for the en masse creation of UP alumni emails and then subsequently met with the VP for Digital Transformation regarding this initiative last 21 March 2025. CU DPOs were likewise given the opportunity to comment on the draft memo.

¹⁴ See 3h of [Republic Act No. 9500.pdf](#)

¹⁵ UPS DPO started obtaining stakeholder inputs for this proposal in 2024 in the course of conducting PIAs when there was as of yet no OVP DX and no VPPA and Director of the OAR.



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ANNEX B

The UP System Office of Alumni Relations needs the following information of alumni from the University Registrars (URs) starting 1st Semester AY 2024-2025:

Full Name of the Graduate:

LAST NAME – Last name of the graduate (e.g., *Dela Cruz*)

FIRST NAME – First name of the graduate (e.g., *Juan*)

MIDDLE NAME – Middle name of the graduate (e.g., *Santos*). Leave it blank if not applicable.

SUFFIX – Suffix name of the graduate (e.g., *III*). Leave it blank if not applicable.

MOST RECENT DEGREE – Full name of the degree earned by the graduate (e.g., *Master of Science in Geomatics Engineering (Geoinformatics)*)

HONOR RECEIVED – Honor received by the graduate (e.g., *Cum laude*). Leave it blank if not applicable.

COLLEGE – Degree-granting unit (e.g., *College of Engineering*)

STUDENT NUMBER – Use the format YYYY-00000 (e.g., *2015-00001*)

UP MAIL – @[up.edu.ph](mailto:username@up.edu.ph) email account of the graduate (e.g., *username@up.edu.ph*)

PERSONAL EMAIL – personal email address of the graduate (e.g., *username@gmail.com*)

Other Degrees (if applicable):

OTHER DEGREE – Full name of the other degree of the graduate (e.g., *Bachelor of Science in Computer Science*)

HONOR RECEIVED – Honor received by the graduate (e.g., *Cum laude*). Leave it blank if not applicable.

CU – Constituent University/Unit (e.g., *UPD*)

CAMPUS – Campus under the Constituent University/Unit (e.g., *Diliman*)

COLLEGE – Degree-granting unit (e.g., *College of Engineering*)

YEAR GRADUATED – Year the graduate earned the degree (e.g., *2020*)

TERM – Academic term the degree was earned (e.g., *2*)

Kindly use the following name convention for the CSV template:

Filename format: *yeargraduated-term-CU.csv*

Sample filename : *2025-2-UPD*



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List of valid entries for CU

Entry	Equivalent CU
UPB	UP Baguio
UPC	UP Cebu
UPD	UP Diliman
UPLB	UP Los Baños
UPM	UP Manila
UPMin	UP Mindanao
UPOU	UP Open University
UPT	UP Tacloban
UPV	UP Visayas

List of valid entries for TERM

Entry	Equivalent Term
1	First
2	Second
3	Third
5	Midyear
6	Summer