

FREQUENTLY ASKED QUESTIONS

DROPPING PROCESS



/askupd



ask.upd@up.edu.ph



<http://ask.upd.edu.ph>

FAQ

HOW DO I DROP A SUBJECT?

Submit
Dropping
Application via
crs.upd.edu.ph

1

Reach out to the
instructor and
secure dropping
consent.

2



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FAQ

HOW DO I DROP A SUBJECT?

Secure Program
Adviser's
signature.

3

Contact Home
College / Unit and
secure the Dean's
Approval.

4



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FAQ

HOW DO I DROP A SUBJECT?

Generate the
Payment Form
and Pay the
Dropping Fee
(**30php**).

5

Upload Proof of
Payment to
**crs.upd.edu.ph/
links/upload
payform**

6



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FAQ

HOW DO I PAY THE DROPPING FEE?

OPTION 1:

Student pays the dropping fee at **Landbank of the Philippines** either over the counter or via PESOnet fund transfer.

- Landbank Account Name: **UPD Revolving Fund**
- Landbank Account Number: **3072-1006-96**

OPTION 2:

Student pays online via **Link.BizPortal** -
www.lbp-eservices.com/egps/portal/index.jsp



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