



OFFICE OF STUDENT AFFAIRS
Counseling and Testing Section
UNIVERSITY OF THE PHILIPPINES MINDANAO

Administration Building, Mintal, Davao City 8022, Philippines
T: +6382 293 08 63 loc. 9050 E:
osa.upmindanao@up.edu.ph

Date: ' _____

Good day!

We have received your request for certification. Please complete the details hereunder and pay the necessary fees. If some information does not apply to you, please leave it blank. Thank you.

REQUESTING FOR [please check]:	Certification of Good Moral Character (CGMC)
	Certification of No Pending Disciplinary Case (CNPDC)
Complete Name (Given Name Middle Name Family Name)	
Student No.	
Gender assigned at birth	
Degree Program	
Email Address (Active)	
Cellphone No./Mobile Phone	
Sem. & Year started in UP Mindanao	
Last enrollment in UP Mindanao	
Sem & Year graduated in UP Mindanao	
No. of semester(s) stayed in UP Mindanao	
No. of semester(s) stayed in other UP Campus	
No. of summer/midterm class(es)	
Fee	P50.00 per copy
Official Receipt/Transaction/Reference No.	
Amount Paid/Date Paid	
No. of copies requested	
Purpose of requesting the CGMC, and or CNPDC (Pls. specify)	
You may pay through any online banking platform or by making a deposit to any DBP branch nearby.	Account Name: UP MINDANAO REVOLVING FUND Account Number: 00-000-494-915-2 Bank's Name: Development Bank of the Philippines Branch: Davao City Address: C.M. Recto Branch, Davao City, Philippines
Or, you may also pay through GCASH	Contact Ms. Arlene Denosta of UP Min Coop.- 09054169011. Service charge: P10
Who and when do you claim the hard copy?	
Options upon claiming your request	() Scanned copy directly sent to (your) email () Authorized person to claim – w/ letter

The UP Mindanao Cash Office shall verify your payment and then provide you with an official receipt. Pls. request Ms. Denosta (09054169011) or email the Cash Office (cash.upmindanao@up.edu.ph).

Thank you.

(Signed)

Remegio 'Rem' P. Domingo, Jr., MIR, RGC, Rpm
Guidance Services Specialist / Psychometrician

Noted:

(Signed)

Assoc. Prof. Maria Stella R. Salazar, PhD
OSA Director