



University of the Philippines  
SCHOOL OF LABOR AND INDUSTRIAL RELATIONS  
Diliman, Quezon City

# GRADUATE PROGRAM IN INDUSTRIAL RELATIONS

## ADMISSION REQUIREMENTS:

1. Bachelor's degree.
2. Currently working or with two year work experience.
3. Submission of the following documents:
  - (a) Birth Certificate (Original from NSO);
  - (b) Marriage Contract (if Married) (Original from NSO);
  - (c) Original copy of OTR (Transcript of Records);
  - (d) Applicant's Bio-Data (Form A);
  - (e) Four (4) 2" x 2" pictures (recent);
  - (f) Two (2) recommendations one from former professor (Form B), another one from a former or present employer (Form C) written in the attached official form;
  - (g) Test of English as Foreign Language (TOEFL) for foreign applicants whose native language is not English or who do not come from schools where the medium of instruction is English. The TOEFL score required is 500 for paper-based or 173 for the computer-based examination.
4. Payment of P300.00 application & processing fee.
5. Passing the entrance examination and interview.

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## APPLICATION PROCEDURES:

1. Secure Application Form from the Office of the College Secretary (OCS) / Rm. 101 or download application form through the internet (website address: [www.solair.upd.edu.ph](http://www.solair.upd.edu.ph)).
2. Submit the accomplished Application Form and the required documents to the Office of the College Secretary (Rm. 101)
3. Pay the application and processing Fee to Ms. Zeny S. Salas, GSP Office ( Rm. 103).
4. Present the Official Receipt to Ms. Nattie A. Mendigo or Ms. Fina G. Lumpas (Rm. 101) for the issuance of Examination Permit.

**Deadline for Filing Application: OCTOBER 17, 2017**

**Date of Examination: OCTOBER 21, 2017**



Application No. \_\_\_\_\_

University of the Philippines  
SCHOOL OF LABOR AND INDUSTRIAL RELATIONS  
Diliman, Quezon City  
Graduate Program in Industrial Relations

**APPLICATION FORM**

*I wish to apply for admission to:*

- Diploma in Industrial Relations (DipIR)
- Master of Industrial Relations (MIR) – Plan A (with thesis)
- Master of Industrial Relations (MIR) – Plan B (non-thesis)

*Part-time*

*Full-time*

**NAME:**

<i>Last</i>	<i>First</i>	<i>Middle</i>

**PERMANENT ADDRESS:**

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**PRESENT MAILING ADDRESS:**

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**TEL. NO.** \_\_\_\_\_ **Mobile No.** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**NAME OF OFFICE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **TEL. NO.** \_\_\_\_\_

**OFFICE ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC DEGREES:**

**UNDERGRADUATE DEGREE:** \_\_\_\_\_

**Major Field of Study:** \_\_\_\_\_

**College/University:** \_\_\_\_\_

**Year Graduated:** \_\_\_\_\_

**GRADUATE DEGREE:** \_\_\_\_\_

**Major Field of Study:** \_\_\_\_\_



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Diliman, Quezon City**

College/University: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

Form A

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

## APPLICANT'S BIO-DATA

1) NAME: \_\_\_\_\_  
*LAST NAME*
*FIRST NAME*
*MIDDLE*

2) BIRTH DATE: \_\_\_\_\_ 3) MARITAL STATUS: \_\_\_\_\_  
*(Month/Day/Year)*

4) PROGRAM OF STUDY:

*Part-time*
 *Diploma in Industrial Relations (DipIR)*  
 *Full-time*
 *Master of Industrial Relations (MIR) – Plan A (with thesis)*  
 *Master of Industrial Relations (MIR) – Plan B (non-thesis)*

5) **EDUCATIONAL INSTITUTIONS ATTENDED** (college level and above):

<i>Institution</i>	<i>Location</i>	<i>Date Attended</i>	<i>Degree Obtained</i>

6) **DISTINCTION, HONORS AND AWARD** (academic, extra-curricular, business, service, community, others)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) **POSITIONS HELD** (please list chronologically jobs held in the last ten years, most recent job first):

<i>JOB TITLE</i>	<i>COMPANY OR AGENCY</i>	<i>DATES</i>	
		<i>From</i>	<i>To</i>

8) **IF EMPLOYED, DESCRIBE THE NATURE OF YOUR JOB:**



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9) **FINANCIAL SUPPORT:**

- Government/Company Scholar**     
  **Self-supporting**     
  **Others** \_\_\_\_\_ *(specify)*  
 **CSC-LSP**     
  **Parents**

10) **HAVE YOU UNDERTAKEN GRADUATE WORK BEFORE?** (State course pursued, university/school and year.)

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11) In wanting to pursue graduate work in Industrial Relations, you must have thought of your educational objectives. Please present below a statement of not more than 300 words concerning your work experience related to industrial relations, including course work, non-course educational experiences, teaching or other relevant employment, publications, and your plans for your professional career. Focus on the educational objectives to be accomplished by your enrollment in Industrial Relations *(Attached additional sheets if necessary)*.

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12) All application are requested to have two personal recommendations submitted in their behalf from former college instructors or employers or supervisors. The forms are enclosed. The **recommender** is asked to return the said forms duly accomplished directly to the: **Office of the College Secretary, School of Labor and Industrial Relations, UNIVERSITY OF THE PHILIPPINES, Diliman, Quezon City**. It is the applicant's responsibility to check with the recommenders to make sure that the forms have been submitted. Please provide the names, position/title, addresses, & telephone numbers of your recommenders:

Name of Recommender:	Position	Address:	Tel. No(s).
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1) _____ —			
2) _____ —			

\_\_\_\_\_  
*Signature of Applicant*