



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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24 March 2015

Memorandum No. ECA 15-14

To: All College Secretaries and Graduate Program Coordinators

  
From: Evangeline C. Amor, PhD  
University Registrar

Please be guided by the following related to the College Secretaries and Graduate Program Coordinators workshop on 30 March to 01 April 2015 at the Cristina Villas Mountain Resort and Hotel, Taktak Road, Brgy. Sta. Cruz, Antipolo City:

1. Assembly Time: 6:30 a.m.
2. Assembly Area: OUR parking Area
3. Kindly please bring the following:
  - a. Faculty Manual
  - b. College Secretaries Primer
  - c. Copy of the College's Unique Retention Rules, if any, per degree program
4. Estimated time of departure on 01 April 2015 is at 10 a.m.