



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 \* P.O. Box 161, Diliman, QC 1101 \* email: our@upd.edu.ph

04 July 2017

**MEMORANDUM MTTP NO. 17-01**

TO: ALL COLLEGE SECRETARIES and GRADUATE COORDINATORS

FROM: MA. THERESA T. *Mayangayong* PAYONGAYONG, Ph.D.  
University Registrar

SUBJECT: ***Automatic Grade of 5 from lapsed 4, Midyear 2016***

Please be informed that you can now download from CRS (via Report Generation module, Report name: *Removal grades that will lapse this term*) the list of students who took courses in your college during Midyear 2016 whose grades of 4 are still unremoved.

After 30 July 2017, these unremoved grades of 4 will automatically be converted to 5.

Kindly remind affected students in your college.

For your information and guidance.