



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@up.edu.ph

16 August 2011

MEMORANDUM ECA NO. 11 – 09

FOR: ALL COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: Planning For The Second Semester & Other Related Matters

I request the attendance of all College Secretaries in a meeting on **September 5, 2011 (Monday)**, at 12 :00 noon at the OUR Conference Hall, 3rd floor, OUR Building. Lunch will be served at 12:15.

Please see below the Agenda for the meeting.

Thank you very much .

Agenda : Tentative Academic Calendars for 2012-2013 & 2013-2014
Late Grade Submission
Submission of Class Schedules for the Second Semester 2011-2012
Submission of Class Schedule for CWTS
Implementing Rules for Registration
Tagging of Ineligibles
Completion/Removal Permit
Dropping/LOA