




MEMORANDUM ECA NO. 11-11

Date : 9 September 2011
TO : DEPARTMENT CHAIRS AND COLLEGE SECRETARIES
THROUGH: THE DEANS /DIRECTORS
FROM : 
EVANGELINE C. AMOR, Ph.D.
University Registrar
SUBJECT: SUBMISSION OF REPORT OF GRADES

Please be reminded of the following deadlines:

Last day for submission of grades for GRADUATING students	21 October 2011
Last day for submission of grades for OTHER students	28 October 2011
Deadline for colleges to submit approved list of candidates for graduation	24 November 2011
University Council Meeting	12 December 2011

Submission of grades is done online. In addition, a copy of the Report of Grades must be submitted to the Office of the University Registrar. It should be duly signed by the Instructor and the Department Chair.

Submission of the hard copy of Report of Grades will serve as:

1. Confirmation of the grades submitted online;
2. Copy for submission to other UP units for cross registrants; and
3. Back up in cases where CRS system could not be used;

I request colleges/units that have not submitted their copies of Report of Grades starting AY 2008-09 to kindly please do so by **31 October 2011**.

Thank you very much for your cooperation.