



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

05 October 2011

MEMORANDUM ECA NO. 11-17

TO: ALL COLLEGE SECRETARIES , GRADUATE COORDINATORS & DEPARTMENT CHAIRS

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

RE: **ONLINE PROCESSING OF THE CHANGE OF MATRICULATION FORM**

Please send your staff-in-charge of processing E-Prerog using the online Change of Matriculation form for a briefing on **October 17, 2011 (Monday) at 8:30 am at the Conference Hall, 3rd floor, OUR Building.**

Their attendance is a **must** since this new procedure will be implemented this Second Semester 2011-2012 registration .

We will appreciate if you could email to us at email address admission.our@up.edu.ph the names of your staff who will be attending this briefing on or before **October 10, 2011 (Monday)**.

Again, thank you for your full support and cooperation.