



05 March 2013

MEMORANDUM ECA NO. 13-07

TO: ALL COLLEGE SECRETARIES & GRADUATE COORDINATORS

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

Re: Request from the Office of Institutional Linkages (OIL)

The Office of Institutional Linkages (OIL) is requesting all colleges to kindly submit a list of your course offerings, which you can offer to students from AUN –member universities to the Office of the University Registrar on or before 20 March 2013 (Wednesday).

Please carefully consider that these courses are:

1. most frequently enrolled in by foreign students;
2. the epitome of the strength of your departments/institutes/colleges;
3. the showcase of Filipino culture and heritage;
4. stand-alone courses needing no prerequisites;
5. offered during most semesters; and
6. generally taught in English

Please see attached sample format of the report. Kindly also please email the soft copy of this report to [our@up.edu.ph](mailto:our@up.edu.ph)

Thank you very much for your continued support and cooperation.