



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

10 May 2013

MEMORANDUM ECA NO. 13 – 17

TO: ALL COLLEGE SECRETARIES

FROM: PROF. ROSELLA M. TORRECAMPO
Assistant University Registrar

The deadline of dropping is on 14 May 2014. In view of this, may we request you to please enjoin your faculty to monitor their CRS accounts for the confirmation online of the dropping of their students. Course instructors and program advisers should be available during class and consultation hours for the signing of the dropping forms.

For valid reasons, should it become impracticable, for either course instructor or program adviser to help the students accomplish the dropping procedure and forms, the course instructors and program advisers may authorize in writing their respective College Secretaries and/or Deans to confirm the dropping request and/or sign the forms on their behalf.

Thank you for your concern for our students' welfare.