



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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22 August 2013

Memorandum ECA No. 13- 27

TO : ALL COLLEGE SECRETARIES & GRADUATE COORDINATORS


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

All College Secretaries and Graduate Coordinators are enjoined to attend a meeting on 02 September 2013, 9:00 a.m. at the 3rd Floor OUR Bldg., Conference Hall.

Please find below the agenda:

1. Adoption of the Agenda
2. Approval of Minutes of meeting on 24 June 2013
3. Matters arising from the minutes
4. Matters for Discussion/Approval
 - proposed academic calendar
 - college request for Assistant College Secretary
 - SRE: student ratio
 - SRE workshop matter
 - CRS announcements
 - module guidelines
 - administrative issues arising from EC proposal
5. CRS updates
6. Reminders
7. Other matters

Thank you for your continued support and cooperation.