



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

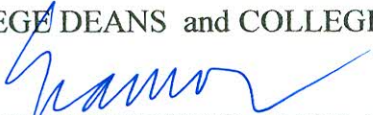
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16 September 2013

OUR-MEMORANDUM NO. 013-29

TO: ALL FACULTY

THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES

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

SUBJECT: SUBMISSION OF HARD COPIES OF REPORT OF GRADES

At the 22 August 2013 meeting of the Committee on Student Admission, Progress, and Graduation (CSAPG), a clarification was made regarding grades submitted online:

Grades submitted online through the CRS are official subject to verification with the signed Report of Grade.

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.

I request colleges/units that have not submitted their copies of Report of Grades starting AY 2008-09 to kindly please do so. The OUR is in the process of auditing grades submitted online. The list of courses that do not have the corresponding hard copy of Report of Grades will be released to respective colleges to facilitate submission of the Report of Grades.

Thank you very much for your cooperation.