

26 June 2014

MEMORANDUM ECA NO. 14-31

TO:

ALL COLLEGE SECRETARIES and GRADUATE COORDINATORS

FROM:

EVANGELINE C. AMOR, Ph.D.

University Registrar

Please attend a meeting of all College Secretaries & Graduate Coordinators on Monday, 21 July 2014, 1:30 pm, at the 3<sup>rd</sup> Floor, Conference Hall, OUR Building.

## AGENDA:

- 1. Adoption of the agenda
- 2. Approval of the minutes of meeting on 12 May 2014
- 3. Matters arising from the minutes
- 4. Registration activities for First Semester 2014-2015
- 5. Matters for information/discussion
  - a. completion process
  - b. use of perforated paper
  - c. CSAPG cases
- 6. Other matters

Thank you for your continued support and cooperation.