



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

12 May 2014

MEMORANDUM ECA NO. 014-25

TO: ALL STUDENT RECORDS EVALUATOR

THROUGH: COLLEGE DEANS and COLLEGE SECRETARIES

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

SUBJECT: TCG FOR STUDENTS WHO HAVE GRADUATED

As agreed upon in the College Secretary's Meeting on 17 February 2014, please be reminded that True Copy of Grades (TCG) would be issued by the college to students who have graduated, only up to one term after their graduation. After which, graduates will be referred to the OUR to apply for an Official Transcript of Records.

The TCG is for evaluation purposes and issuance at the college level is extended due to the need of newly graduates whose University clearance and Official Transcript of Records are not yet available.

Thank you very much for your cooperation.