



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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15 June 2015

MEMORANDUM MRC15-08

FOR: COLLEGE SECRETARIES AND GRADUATE COORDINATORS

Through: The Deans and Directors of Academic Units

FROM:

MARILYN R. CANTA, PhD
University Registrar

SUBJECT: SURVEY OF FACILITIES

In anticipation of the increased number of freshmen enrollees for AY 2015-2016, may we request you to please survey your College facilities (eg, classrooms, furniture, equipment, restrooms, etc.) to determine their degree of serviceability. We hope interventions may be implemented to ensure that these are in working condition by the beginning of the semester. We understand that Colleges may appropriate their respective funds for the repair and improvement of such.

Moreover, the OUR would like to request you to provide us with a list of facilities, especially classrooms, that you might be willing to share. Should some units find their facilities inadequate to meet the needs of their constituents, the OUR may help make arrangements between and among units for their sharing. For this purpose, please fill up the attached survey form which you may send to our Office via this link: our.upd.edu.ph.

While these may be seen as short-term solutions to remedy the situation of inadequate facilities, we hope your Colleges may make representation to the concerned authorities for more long-term interventions.

Thank you very much.

