



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

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04 January 2016

*MEMORANDUM MRC NO. 16-01*

TO: **ALL COLLEGE SECRETARIES and GRADUATE COORDINATORS**

FROM:   
**MARILYN R. CANTA, Ph.D.**  
*University Registrar*

Please attend a meeting of all College Secretaries & Graduate Coordinators on Thursday, 07 January 2016, 8:30 am, 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 02 October 2015
3. Matters arising from the minutes
4. Second Semester Registration activities
5. Other matters

Thank you for your continued support and cooperation.