



UNIVERSITY OF THE PHILIPPINES DILIMAN


Office of the University Registrar

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26 October 2016

MEMORANDUM MRC 16-27

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

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

RE: **SUBMISSION OF CLASS SCHEDULES and PRE-ENLISTMENT FOR THE SECOND SEMESTER, AY 2016-17**

College Secretaries and Graduate Coordinators are kindly reminded to facilitate the submission of class schedules (uploading of classes in the CRS) for Second Semester 2016-17 on or before **13 November 2016 (Sunday)**.

Pre-enlistment starts **14 November 2016 (Monday)**.

PRE-ENLISTMENT SCHEDULE:

First Batch -----	14-30 November 2016
Batch Run Results -----	01 December 2016
College Secretaries Demand Coordination Meeting -----	05 December 2016
Second Batch -----	06-27 December 2016
Batch Run Results -----	03 January 2017
Form 5A Available for Printing -----	04 January 2017

To download a copy of the Demand Report, copy this url to your browsers:
<http://our.upd.edu.ph/files/Demand-Report-Summaries.xlsx>

Thank you very much.