




UNIVERSITY OF THE PHILIPPINES DILIMAN
Office of the University Registrar

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19 November 2021

OUR Memorandum No. MVPLO 2021-08

To: All Student Records Evaluators/School Credits Evaluators
Through: College Secretaries and Graduate Program Coordinators
From: 
MARIA VANESSA P. LUSUNG-OYZON, PhD
University Registrar
Subject: Student Records Evaluators' Workshop

We would like to invite all Student Records Evaluators/Student Credit Evaluators to a Workshop which will be conducted by the Office of the University Registrar via Zoom. Below is the schedule and topic for discussion:

Date	Time	Topic
Dec 2	2-5pm	Function/Role of an SRE
Dec 7	9-12 am	Admission
Dec 9	9-12 am	Registration
Dec 14	9-12 am	Progress
Dec 16	9-12 am	Evaluation
De 21	9-12 am	Graduation

We encourage all concerned to email to our.diliman@up.edu.ph questions/issues/matters that need clarification at least two days before the scheduled topic so we can prepare needed documents/memos for discussion.

Thank you.

cc: College Deans/Directors/Heads of Units