




15 January 2024

MEMORANDUM RQB 2024-02

TO: College Secretaries and Graduate Program Coordinators

FROM:  ROWENA QUINTO-BAILON, PhD
University Registrar

SUBJECT: College Secretaries and Graduate Program Coordinators In-Person Meeting

Please come to the in-person meeting of the College Secretaries and Graduate Program Coordinators on Monday, 22 January 2024, 3:00 PM at the 3/F OUR Conference Room A.

AGENDA:

1. Adoption of the proposed agenda
2. Approval of the Minutes approval of the 04 December 2023 CSecs and GPCs meeting
3. Matters arising from the Minutes of the Previous Meeting
4. Matters for Information/Decision/Discussion
 - Submission of Schedule of Classes for Second Semester AY 2023-2024
 - Feedback on First Semester AY 2023-2024 Registration and Progress of Students
 - Second Semester AY 2023-2024 Registration Matters
 - Adhoc Committee to Review the Primer for College Secretaries
5. Other Matters