



9 June 2017

MEMORANDUM CIRCULAR NO. 46

Series of 2017

**T O: Deans, Department Heads, Institute Directors and
Concerned Graduating Students**

R E: Graduation Matters

Please be informed that today, the Council of Deans has decided, with approval from the President, that **ALL GRADUATING STUDENTS WHOSE MANUSCRIPTS WERE APPROVED BY THE DEPARTMENT HEAD ON OR BEFORE 12:00 MN OF JUNE 7, 2017**, shall be allowed to graduate as long as they can have their clearance approved by USSO on or before 5:00 PM of June 13, 2017. Any request for further extension beyond 5:00 PM will no longer be entertained.

The University Library and USSO will be open tomorrow, Saturday, June 10 and Monday, June 12, to accommodate qualified students.

Department Heads are directed to submit to USSO today, June 9, a CERTIFICATION indicating the names of their graduating students whose manuscripts were signed by the Department Head on or before 12:00 MN of June 7, 2017. This list will be used to cross-check the names of qualified students.

Everyone is also enjoined to disseminate this memo to all concerned, especially to those students who may have gone home already.

For your guidance and compliance.


f **EDGARDO E. TULIN**
President *enc 6/9/17*