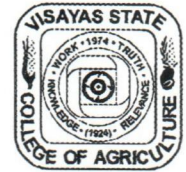


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



7 May 2001

MEMORANDUM NO. 72
Series of 2001

T O: **Director of Graduate School**
Assistant Director of Graduate School for the Open University
Registrar

R E: **Transfer of Responsibilities**

In line with the plan to decentralize to the different departments/offices the system on student advising, monitoring and following-up of student deficiencies/performance, the following responsibilities related to graduate students are officially transferred from the Office of the Registrar to the Office of Graduate School and ViSCA Open University effective First Semester 2001-2002:

1. Prepares the schedule of classes; registration forms and attends to the registration of all continuing/readmitted graduate students (include graduate classes held in CSI's). Only the new graduate students are required to report to the Registrar.
2. Prepares individual checklists/records with complete and updated information on student grades, enrolled subjects, semestral GPA's and other information for easy reference of information by the advisers, graduate advisory committee, awards committee members and Department Heads.
3. Makes regular follow-up of graduate students' compliance of deficiencies like incomplete grades, subject load, pre-requisite, school credentials, payment of current and back accounts, clearance and other deficiencies of graduate students. Follow-up also submission of completed grades and grading sheets from Graduate Professors.
4. Receives graduation applications; prepares tentative list of candidates for graduation; and posts the list (indicating deficiencies, if any) on bulletin boards. Furnishes copy to the different departments/offices, College Secretary and Registrar.
5. Other responsibilities related to Graduate Students.


PACIENCIA P. MILAN
President

cc: OVPAA
Departments/Centers/Offices
Records
File