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Office of the President

26 March 2014

MEMORANDUM CIRCULAR NO. 14
Series of 2014

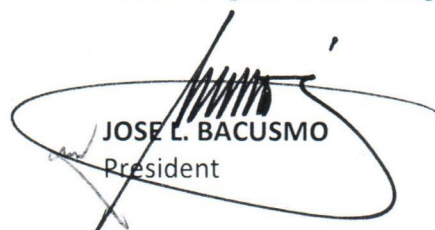
T O: All Deans, Department Heads and Faculty Members

R E: Implementation of Fines for Late Submission of Grades

Every semester we are encountering problem about late submission of grades of some faculty members. This has a bearing on students who are on scholarship/study grant wherein they need to know their grades on time to determine if they still qualify. Unfortunately, their grades are not submitted to the Registrar's Office within the prescribed period that is two weeks after final examination as indicated in the BOR approved Resolution No. 13, Series 2004 (Penalty for Late Submission of Grades).

In this regard, please be informed that effective this Second Semester SY 2013-2014, the University will implement the imposition of fines for those faculty members who fail to submit the grades on time. The penalty is P50.00/subject/day. In case the reasons for late submission of grades are reasonable and cannot be avoided, the faculty concerned should write an explanation noted by the department head addressed to the Vice President for Instruction and copy furnished the Cash Division and the Registrar's Office.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
Cash Division
Registrar's Office
Records