



February 1, 2023

**MEMORANDUM CIRCULAR NO. 07**

Series of 2023

**T O: All Concerned**

**R E: Submission of 1<sup>st</sup> Semester 2022-2023 Grades**

During the document review of the OUR's Quality Procedure on Grade Submission, it was agreed by the deans and department heads that we will be going fully paperless, wherein faculty members will submit grades online only thru CumulusOne, and review of the grades by the deans and department heads will also be done online. Considering that our IT staff needs sufficient time to make the necessary changes in the system, we will be implementing this new scheme starting 2<sup>nd</sup> semester 2022-2023. Therefore, for the final grades this 1<sup>st</sup> semester 2022-2023, we will still follow the old procedure wherein both online and hardcopy submissions are required, and the effective date of submission is the date when the hard copy of the approved grade sheet is received by the OUR.

College deans and department heads are requested to strictly monitor grade submission by their faculty.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs