



January 30, 2023

**MEMORANDUM CIRCULAR NO. 06**

Series of 2023

**T O: All Concerned**

**R E: Start of the Second Semester 2022-2023**

Please be informed that since we extended the end of the First Semester 2022-2023 to February 1, 2022, the following adjustments in the Second Semester 2022-2023 had to be done:

|  |   |                      |
|--|---|----------------------|
| Last day for submission of 1 <sup>st</sup> semester grades | : | February 15, 2023    |
| General Registration for 2 <sup>nd</sup> semester          | : | February 13-18, 2023 |
| Start of Classes for 2 <sup>nd</sup> semester              | : | February 20, 2023    |

Please note that the start of the enrolment period (Feb. 13) is two days ahead of the last day of grade submission (Feb. 15). This is not ideal considering that the grades are needed to classify students whether regular or irregular, and are important input to determine the subjects to enrol the following semester. However, we can no longer move the enrolment to a later date due to the following reasons:

1. The ISO 9001:2015 re-certification will be on February 27-28. Classes should already be in full swing during this time as the auditors will be observing classes.
2. We will have to move the start of the 1<sup>st</sup> semester 2023-2024. Our plan to go back to the August start of classes to synchronize with the start of classes in other SUCs, will not be materialized.

In view of the above circumstances, I am appealing to all faculty members to try their best to submit the 1<sup>st</sup> semester grades preferably before February 13 so that the Registrar's Office, the students and academic advisers will not have difficulty during the enrolment. Please prioritize subjects that are pre-requisites to subjects that the students will enrol in the 2<sup>nd</sup> semester. If you are confident that your subjects are not pre-requisites, you may submit the grades at a later date, or on the Feb. 15 deadline. However, for subjects where the final exams were conducted earlier during the week (Jan. 26-30) it is assumed that the instructors/professors have sufficient time to compute the grades and will be able to submit all the grades earlier.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs