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Office of the President

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MEMORANDUM CIRCULAR NO. 19

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T O: All Concerned

R E: Simplified Procedure in the Processing of Final Clearance for Graduating Students

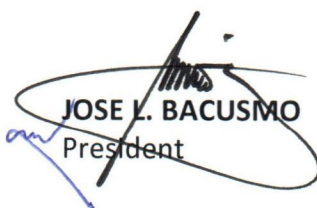
Republic Act 9485 otherwise known as the Anti Red Tape Act of 2007 particularly par. 1, Rule II mandates agencies in the government to adopt simplified procedures that will reduce red tape and expedite transactions in government.

In compliance with the provisions of the above-cited law and to facilitate paper works, the university is simplifying the traditional procedure of processing student clearance, requiring all faculty and staff in the department to countersign before the head of the department/unit affixes his/her signature.

In view of this, all academic Department Heads, Center/Institute Directors are hereby directed to designate only one (1) person to countersign the final clearance of the graduating students.

College Deans, Center/Institute Directors are directed to ensure strict implementation of this directive. Students who feel that this directive is not implemented in a particular academic department are advised to report the matter to this Office for immediate corrective action.

For strict and immediate compliance of all concerned.


JOSE L. BACUSMO
President