



February 10, 2023


MEMORANDUM CIRCULAR NO. 08
Series of 2023

T O: All Concerned
R E: Requests for Unscheduled Subjects

Please be advised that the deadline for filing of requests for unscheduled subjects is Tuesday, February 14, 2023. Beyond this date, requests will no longer be accepted by the Registrar's Office.

Due to our current problem of lack of classrooms even for scheduled subjects, we cannot accommodate all requests. Thus, please prioritize only those unscheduled subjects with at least 15 takers, especially graduating students, and shall only be endorsed by the department head, if the department has an available classroom that can be used by the requested subject..

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs