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Office of the President

6 October 2009

MEMORANDUM NO. 208

Series of 2009

T O:	Dr. Buenaventura B. Dargantes	-	Chairman
	Prof. Winston M. Tabada	-	Vice-Chairman
	Engr. Marionito J. Gonzales	-	Member
	Engr. Sean O. Villagonzalo	-	Member
	Ms. Marie Anthonette C. Asilom	-	Member

R E: Inputting of Grades

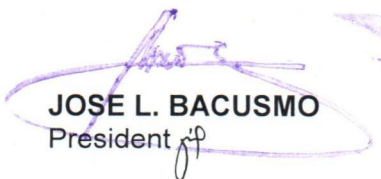
Please constitute yourselves into a Special Committee with Dr. Buenaventura B. Dargantes as Chairman and Prof. Winston M. Tabada as Vice-Chairman.

The Committee is tasked with the following responsibilities:

1. *identifying* the possible ways by which grades can be safely digitally inputted by faculty members utilizing the University computer system;
2. *preparing* a possible "bridge program" for compatibility with the "MS Access program" utilized by the Registrar's Office; and
3. *drafting* of necessary Guidelines on the "proper digital inputting of grades" directly to the Registrar's Office.

The committee is hereby directed to submit your recommendations to this Office not later than 15 November 2009.

For the information and guidance of all concerned.


JOSE L. BACUSMO
President