



February 4, 2022

**MEMORANDUM CIRCULAR NO. 05**  
Series of 2022

**T O: Chancellors, College Deans, Department Heads, Directors of Academic Units**  
**R E: Submission of Grades for Undergraduate Thesis**

Please be informed that since there is only one offering number for Undergraduate Thesis per degree program all the thesis students are listed in one grade sheet only. The Cumulus One teachers' portal cannot automatically segregate the students according to their advisers because the system's default is to segregate students according to the offering number.

In order to have separate grade sheets per thesis adviser per programs all academic departments and institutes are required to **print the Class Roster for Undergraduate Thesis from the department's portal on CumulusOne and indicate the name of the adviser opposite the name of the student, and submit to the Registrar's Office after the last day of late enrolment so that the Registrar's Office can manually segregate the students according to their advisers.** The list is required every semester because grade sheets are prepared every semester, and there may be changes in the assigned advisers due to study leave, retirement, resignation, sabbatical leave, etc. of the previous advisers.

For your guidance and compliance.

  
**BEATRIZ S. BELONIAS**

Vice President for Academic Affairs