



12 July 2023

**MEMORANDUM CIRCULAR NO. 112**

Series of 2023

**T O: All Concerned**

**R E: Correction to OP Memo Circular No. 111, s. 2023 re Submission of Graduation Requirements**

Please be reminded that **today, July 12, 2023, 5:00 P.M.** is the **deadline** for the following academic requirements for graduation to be submitted to the Office of the University Registrar:

1. **Grade of thesis, dissertation, OJT, Engineering Project/Study, Special Problem.**
2. **Completely-signed Approval Sheet of the above requirements with original signatures**
3. **Grades of all subjects in the curriculum (if there are still remaining subjects without grades)**

**Friday, July 14, 2023** will be the **deadline for the Final Clearance**. Please note that a student cannot graduate if he/she is not cleared from all accountabilities from the university, even if the student has complied with all the academic requirements for graduation. If the completely signed final clearance is not received by the Registrar's Office on the deadline, the student will have to enroll "Residency" the following term, process again the clearance, and submit it on the deadline set for that term.

For the **University Registrar, Ms. Marwen Castañeda** to sign the **Final Clearance**, the following have to be submitted attached to the Clearance:

1. **Tree Planting Certificate**
2. **2 copies of 2x2 colored photos with white background**
3. **Approval Sheet and Transmittal of Thesis, special problem, etc.**
4. **Acknowledgment Receipt from University Library**
5. **Certification from the Department that the student has submitted a copy of the manuscript, if applicable to the program**
6. **Certification from ACRO on payment of membership fee and Alumni ID**
7. **Other credentials if not yet submitted e.g. Birth Certificate, Form 137, etc.**

After the Registrar has signed it, the student will proceed to the **Dean of Students Office** for the **final approval of the clearance**, after which one (1) copy of the clearance will then be submitted back to the Registrar's Office.

For your guidance and compliance.

**EDGARDO E. TULIN**  
President

**OFFICE OF THE PRESIDENT**

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