



May 18, 2020

MEMORANDUM CIRCULAR NO. 12

Series of 2020

T O: College Deans, Department Heads and Faculty Members, Graduating Students

R E: Compliance of Graduation Requirements for 2nd Sem. 2019-2020

A. To be submitted to the Registrar's office on or before 5:00 p.m., June 15, 2020:

To the Registrar's Office:

1. One copy of Approval Sheet/Transmittal of Dissertation, Thesis, OJT or Engineering Project with original signatures. If there is an e-signature, the Department Head or the College Dean has to countersign on the right side of the printed name of the signatory.
2. Grades in all subjects enrolled including grade for dissertation, thesis, OJT or Engineering Project.

B. To be complied once entry of students back to the campus is allowed:

1. Processing of Final Clearance, which includes; among others
 - a. Submission of 3 bound copies of research manuscript and e-copy of the manuscript in CD, and other requirements to the University Library (see attached for detailed requirements).
 - b. Payment of all accounts.
 - c. Compliance of other requirements/deficiencies at the department, college, USSO and Registrar's Office, including 2 copies of 2"x2" ID picture (wearing formal top with collar, no eye glasses) with white background.
2. Submission of completely signed Final Clearance and claiming of Diploma, Transcript of Records (TOR) and Certification at the Registrar's Office.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Instruction

cc. Registrar's Office
USSO
University Library



**LIBRARY CLEARANCE REQUIREMENTS
FOR GRADUATING STUDENTS**

A. UNDERGRADUATE - BS (except BEED, BSDE & BSN)

1. **One (1) file e-copy or soft copy of Thesis, or Apprenticeship Report.**
 - a. Merge in **one (1) file** From **Cover Page** to **Appendices** in exact sequencing.
 - b. Scan duly signed transmittal and insert the scanned pages to the file.
 - c. Format should be in **.doc, .docx or .odt**.
2. **1 file e-copy or soft copy of 2x2 ID Picture**
 - a. Format should be in **.jpg or .png**
3. **3 hard copies of theses** (1-library copy, 1-department copy and 1-Thesis adviser copy)
4. Each copy should have a blank page before the title page.
5. **Fees:**
 - a. ₱100 for e-book conversion process
 - b. ₱150.00/book – hardbound
 - c. ₱ 80.00/book – softbound
 - d. BSDE – Soft copy of Narrative Report only.
6. **Borrower's card** (if you have one).

B. GRADUATE - M, MS and PhD (except M. Ed.)

1. **One (1) file e-copy or soft copy of Theses, Special Problem or Dissertation**
 - a. Merge in **one (1) file** From **Cover Page** to **Appendices** in exact sequencing.
 - b. Scan duly signed Approval sheet and insert the scanned pages to the file.
 - c. Format should be in **.doc, .docx or .odt**.
2. **1 file e-copy or soft copy of 2x2 ID Picture**
 - a. Format should be in **.jpg or .png**
3. **6 hard copies of thesis** (1-library copy,
 - a. 2-department copy and 3-Graduate School Office)
4. Each copy should have a blank page before the title page.
5. **Fees:**
 - a. ₱100 for e-book conversion process
 - b. ₱150.00/book – hardbound
 - c. ₱ 80.00/book – softbound
6. **Borrower's card** (if you have one).