



13 February 2023

**MEMORANDUM CIRCULAR NO. 26**  
Series of 2023

**T O: All College Deans, Department Heads, Directors, Faculty and Students**

**R E: Revised Enrolment Schedule for Irregular Students**

As of today, only a small proportion of the total number of students are regular students. Because of this, we expect that the big bulk of our students will swarm to enroll on Feb. 17-18, the enrolment schedule for irregular students. This large influx of enrollees will make the system down and our server unresponsive.

As a safeguard, we are increasing the number of enrolment days for the irregular student. The revised enrolment schedule will be as follows:

| Date              | To Enroll  |
|-------------------|--|
| Feb. 13           | Regular 1 <sup>st</sup> year   |
| Feb. 14           | Regular 2 <sup>nd</sup> year   |
| Feb. 15           | Regular 3 <sup>rd</sup> year   |
| Feb. 16           | Regular 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> year<br>Irregular 1 <sup>st</sup> year |
| Feb. 17           | Irregular 2 <sup>nd</sup> year   |
| Feb. 18           | Irregular 3 <sup>rd</sup> year   |
| Feb. 20           | Irregular 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> year                                 |
| Jan. 16 – Feb. 18 | Graduate Students (on-campus and off-campus)   |

For immediate dissemination to faculty and students.

**EDGARDO E. TULIN**  
President