



June 30, 2023

MEMORANDUM CIRCULAR NO. 28
Series of 2023

T O: All Academic Units of the Main and Component Campuses
R E: Online Submission of Final Grades effective 2nd semester 2022-2023

We are finally informed by Mr. Norman O. Villas, our IT in-charge of Cumulus One, that starting this 2nd semester 2022-2023, we can already start implementing a fully online submission of final grades thru Cumulus One.

Here's how to do it:

1. Log in to your Cumulus One account.
2. Select the applicable School Year.
3. Go to the Teacher's Portal Menu.
4. Select the subject you wish to submit the grades.
5. Encode the grades and click "Submit". Do not print the grade sheet.
6. The Department Head will be automatically notified of the submission.
7. Department Head logs in to Cumulus One, reviews the submission, and approves the grades if in order.
8. After approval, the College Dean will be automatically notified of the submission.
9. College Dean logs in to Cumulus One, and approves the submission. Once approved by the Dean, the **grade sheet is already considered submitted**.
10. The Registrar's Office will then be notified of the approved submission.

If the grade sheet is not approved by the Department Head, an email notification will be received by the professor. The professor then rectifies the unapproved grade sheet and resubmits it.

If the grade sheet is not approved by the College Dean, the previous approval of the Head is automatically nullified. Both the professor and the Department Head receive notification of the disapproval. The professor then rectifies the unapproved grade sheet and resubmits it.

Once the grade sheet is approved by the College Dean, the submission can no longer be reset. Any change of grade has to go through the Committee on Change of Grades.

In view of the above, Department Heads and Deans are requested to always be available, from now until July 7, and be alert to review and approve online grade submissions, in addition to reviewing and signing of thesis/dissertation/special problem manuscripts etc. (July 12 deadline), and signing of graduating students' final clearance (July 14 deadline).

Since this is our first implementation of this new system, we may experience some glitches. If you experience any, please immediately contact Mr. Norman Villas.

For your guidance and compliance

BEATRIZ S. BELONIAS
Vice President for Academic Affairs