



April 26, 2023

**MEMORANDUM CIRCULAR NO. 22**  
Series of 2023

**T O: All Chancellors, College Deans, Dept. Heads, Faculty, Students and Registrar's Office**

**R E: Extension of Deadline for Completion of INC Marks**

Please be informed that the deadline for grade completion of INC marks incurred in the 2<sup>nd</sup> semester 2021-2022 is hereby **moved from April 28, 2023 to May 19, 2023**. This will be the final and only extension. Please be reminded that this date is the last day for the completely signed Grade Completion Form to reach the Registrar's Office.

Please be guided accordingly.

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs