



February 14, 2024

MEMORANDUM CIRCULAR 08
Series 2024

T O: All College Deans, Academic Department Heads, Directors, and Clerks/dDRCs


R E: Submission of Grade Sheets on Hard Copy

The Grade Sheets for 2nd semester SY 2022-2023, Midyear 2023 and 1st semester SY 2023-2024 in the cumulus portal are already available for printing. As provided in the quality procedure for grade submission, particularly on items 5.9–5.11, the following should be complied:

- 5.9 *Not later than two (2) months after the deadline of grade submission, the department will print two (2) sets of all grade sheets of subjects offered in that particular semester. The grade sheets shall be placed in separate folders and properly labelled with the name of the department, semester and school year. A "Table of Contents" listing the subjects with grade sheets will also be included.*
- 5.10 *The grade sheets in the folders shall be signed by the concerned faculty, the Department Head and College Dean.*
- 5.11 *One folder of completely signed grade sheets will be submitted to the Registrar's Office, the other set will be retained for the department's file.*

All Clerks/dDRCs in the academic departments should facilitate the submission of signed grade sheets following the procedure quoted above to the Registrar's Office not later than February 23, 2024.

For your guidance and strict compliance.


BEATRIZ S. BELONIAS
VP for Academic Affairs