

OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION

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June 4, 2018

Memo Circular No. 32 Series of 2018

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

R E: DEADLINES FOR GRADUATION REQUIREMENTS

This is to remind everyone of the following deadlines of graduation requirements:

June 5 at 5:00 PM - Academic Requirements (all grades and Approval Sheet/ Transmittal of thesis, special problem, OJT)

June 8 at 5:00 PM - Final Clearance

Please refer to the flowchart below to guide our faculty and students on the procedures to follow in the processing and submission of graduation requirements.

- Submit all academic requirements to REGISTRAR'S OFFICE on or before June 5:
 - 1. All grades, including those for thesis, special problem, OJT
 - 2. One copy of APPROVAL SHEET/TRANSMITTAL



- Submit one hard copy and e-file of manuscript to the UNIVERSITY LIBRARY
- If the e-file is okay, submit the required number of copies of the manuscript to the library
- UNIVERSITY LIBRARY issues an ACKNOWLEDGMENT RECEIPT and signs the FINAL CLEARANCE



- Submit the ACKNOWLEGMENT RECEIPT to REGISTRAR'S OFFICE. Submit also NSO Certificate and Tree Planting Certificate if these were not yet submitted.
- Registrar countersigns FINAL CLEARANCE.



 Present FINAL CLEARANCE to the DEAN of STUDENTS for signature, in behalf of the University President.

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 Submit COMPLETELY APPROVED FINAL CLEARANCE to REGISTRAR'S OFFICE on or before JUNE 8.

For your guidance.

BEATRIZ S. BELONIAS
Vice President for Instruction

VISION: A globally competitive university for science, technology and environmental conservation.

MISSION: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.