



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

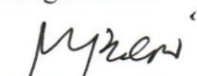


- Present FINAL CLEARANCE to the DEAN of STUDENTS for signature, in behalf of the University President.



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

For your guidance.


BEATRIZ S. BELONIAS
Vice President for Instruction