



10 February 2023

**MEMORANDUM NO.** 346  
Series of 2023

**T O:** Dr. Anabella B. Tulin - Chairperson  
Dr. Victor B. Asio - Member  
Dr. Moises Neil V. Serio - Member  
Dr. Dennis P. Peque - Member  
Dr. Catherine C. Arradaza - Member

**R E:** Graduate School Policy and Guidelines Committee

With Dr. Anabella B. Tulin as Chairperson and the rest as Members, you are hereby designated to constitute the Graduate School Policy and Guidelines Committee effective immediately until December 31, 2023 with the following functions:

1. Review the Graduate School Code and make proposals for revisions/amendments, when necessary for discussion by the Graduate School Council;
2. Prepare Yearly Schedule of Deadlines of Graduating Graduate Students in the submission of thesis/dissertation outlines/manuscripts, taking of comprehensive examination, filing of application for final examination (oral defense), taking final examination (oral defense), and public presentation of dissertation for deliberation and approval by the Graduate School Council; and
3. Propose needed policies and guidelines governing the administration of graduate programs and operation of the Graduate School for discussion by the Graduate School Council.

For this assignment, you shall be given appropriate workload by your mother unit/agency.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: OVPREI OVPSAS OVPPRGAS File  
OVPAF OVPAF Records