



April 25, 2018

Memo Circular No. 22
Series of 2018

**T O: All College Deans, Department Heads, Institute Directors,
Registrar's Office and University Computer Center**

**R E: Enrollment of New Students for 1st Semester, SY
2018-2019**

The enrollment for new students for 1st Semester, SY 2018-2019 will start on May 2, 2018 at the Gymnasium. In past years, we normally hire BSCS students as encoders. Starting this year, we can no longer get student encoders because the 2nd semester is not yet over. The students still have classes and final exams.

In view of this, we would like to request one or two staff from each department/institute to serve as encoders from May 2-22, 2018 with the following schedule:

May 2 - DCST, DGE	14 - DA, DSS
3 - DCE, DAE	15 - IHK, DME
4 - DStat, DMP	16 - DFST, DBtech
7 - DBS, DoPAC	17 - DOE, DBM
8 - DLABS, DCHM	18 - ITEEM, ISRDS
9 - CFES, CON	21 - DPBG, DAEE
10 - CVM, DAS	22 - DDC, DTE
11 - DPM, DOH	

Please send your designated encoders to an orientation which will be conducted on Monday, April 30, 2018 at 2:00 p.m. at the DCST.

For your information and 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.