



January 26, 2018

Memo Circular 02
Series of 2018

T O: All Teaching Staff

**R E: 1. Checking of Validated Certificate of Registration
(COR)**

**2. Report of Teaching Loads of
Professors/Instructors**

Please check the Certificate of Registration (COR) of students to ensure that all students attending your respective classes are officially enrolled in the subject(s) you are teaching this Second Semester, SY 2017-2018. Valid CORs are marked "VALIDATED". Kindly inform the students of the pre-requisite(s) of the course(s) they are taking this semester and see to it that only students who have taken and passed the pre-requisite subjects are allowed to attend the class.

In addition, please submit to the Registrar's Office the list of subjects actually taught by all professors/instructors and affiliate staff members of your department/institute this Second Semester, SY 2017-2018 on or before Feb. 21, 2018.

Thank you for your cooperation.


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.