



17 December 2020

MEMORANDUM CIRCULAR NO. 115

Series of 2020

T O: All Chancellors, College Deans, Department Heads, Directors and Faculty

R E: Submission of Course Requirements

Please be informed that in consideration of the late delivery of learning guides, delayed pick-up of student outputs from the academic links, and the internet connectivity problems of students, the University Administrative Council (UADCO) in its meeting on Dec. 14, 2020, approved the request of the University Supreme Students Council (USSC) to allow submission of midterm requirements and other outputs until Jan. 15, 2021.

Furthermore, all faculty members are hereby directed to refrain from **conducting online classes and giving examinations and new course requirements during the period of the Christmas break** in order for the students (and faculty) to enjoy the holidays with their families. They will only submit requirements that were given or assigned by the teacher prior to the start of the Christmas vacation.

For your guidance and compliance.


EDGARDO E. TULIN
President

cc: Dr. AA Villocino, VPSAS
Prof. MB Loreto, Jr., Dean of Students
Ms. MA Castañeda, Univ. Registrar