



15 November 2022

**MEMORANDUM CIRCULAR NO. 133**  
Series of 2022

**T O: All Chancellors, Deans, Directors, Heads, Faculty and Students**  
**R E: Deadline of Grade Completion**

This is to inform you that the deadline of completion of INC marks incurred in the 1<sup>st</sup> Semester 2021-2022 which was **originally set on Nov. 18, 2022 is hereby moved to January 9, 2023** in order to complete the one-year allowable period for completion. Take note that January 9 is the deadline **at the Registrar's Office**.

Students should comply with their deficiencies earlier to give their professors/instructors ample time to assess their submissions, compute and submit their grades.

For your guidance and compliance.

  
**EDGARDO E. TULIN**  
President