



26 March 2018

**MEMORANDUM CIRCULAR NO. 28**  
Series of 2018

- T O:** All College Deans, Dean of Students, University Librarian, University Registrar,  
Department Heads, Directors, Faculty and Graduating Students
- R E:** Deadline of Graduation Requirements

Experience in past years shows that many graduating students are not able to graduate due to failure to submit their fully-signed Final Clearance on the deadline of submission of all requirements for graduation. This is because on the day of the deadline, they are still rushing for the approval of their thesis/special problem manuscripts, in fact, some are still taking removal exams and complying with other course requirements for some INC grades incurred.

To remedy this recurring problem, the University Administrative Council (UAdCo) in its meeting on March 5, 2018 has decided on the following deadlines for 2<sup>nd</sup> Semester 2017-2018:

**June 5, 2018; 5:00 pm - Deadline for Submission of ALL ACADEMIC REQUIREMENTS (All grades, including that of the thesis/special problem/dissertation, should already be at the Registrar's Office)**

**June 8, 2018; 5:00 pm - Deadline for submission of FINAL CLEARANCE**

Furthermore, to facilitate the review and submission of PDF files (in CD) of thesis/special problem/dissertation manuscripts to the University Library, the Department Head in each department shall assign one IT in-charge to review all the PDF files of their graduates. The University Library is directed to conduct an orientation to all the IT in-charge from the different departments.

The following procedure will be followed:

1. The student submits his/her PDF file already in CD to the department IT in-charge. He/she shall also bring the completely approved copy of his/her manuscript.



2. The IT in-charge reviews the PDF file page by page to check if the stored file is **exactly the same** as the approved hard copy of the manuscript.
3. The IT in-charge issues a certification signed by him/her and the department head that the student has complied with the requirement.
4. The student presents the certification to the University Library for the signing of his/her final clearance.
5. The IT in-charge submits all the CDs to the University Library not later than one week after the deadline of submission of final clearance.

For your guidance and strict compliance.

  
EDGARDO E. TULIN  
President