



February 3, 2022

MEMORANDUM CIRCULAR NO. 04
Series of 2022

T O: All Chancellors and College Deans

R E: Monitoring of Grade Submission

One of the corrective actions to NCs issued to OVPA during the 3rd IQA is for college deans to strictly monitor the submission of grades of their faculty using a Grade Submission Monitoring Sheet.

In relation to this, please use the following template in monitoring the grades every semester starting 1st sem. 2021-2022.

College: _____
Dept. : _____

_____ sem. 2021-2022

Name of Faculty	Offering No.	Course No.	Course Title	Date of Grade Submission		Remarks
				Online (CumulusOne)	Hard Copies	

Kindly submit a photocopy of the Monitoring Sheets to the OVPA for the whole college on or before Feb. 15, 2022. Leave the original copy with you for continued monitoring of those who may not have submitted.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs