September 23, 2011

MEMORANDUM NO. ECA 11-13

TO: ALL COLLEGE SECRETARIES

THRU: THE DEANS

FROM:

EVANGELINE C. AMOR, Ph.D.

University Registrar

RE: DEFICIENCIES OF STUDENTS

We are forwarding you a list of students from your college who were admitted provisionally for the **First Semester 2011-2012** pending the submission of certain requirements. They have not cleared their deficiencies yet as of this date.

Attached are the notices to be given to each of them. Also attached is a list containing their names. Please have them sign opposite their names in the list to indicate receipt of their notices.

They have to submit all required documents before the end of the current semester. Otherwise, they should not be allowed to enroll in the **Second Semester 2011-2012.**

Thank you for your cooperation.