

23 April 2012

MEMORANDUM ECA NO. 12-11

TO: ALL COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.

University Registrar

RE: ADVANCE REGISTRATION OF NEW FRESHMAN

We would like to request all College Secretaries to please remind the Advisers and college personnel involved in the Advance Registration for New Freshman to be present from May 7 (Monday) to May 11 (Friday) for the registration of our new students.

Form 5As and SDs of your new freshmen will be distributed to all colleges starting 04 May 2012.

FORM 5As of new freshmen who were not able to enroll during the Advance Registration for New Freshmen must be returned to the OUR not later than 14 May 2012. Please make sure that all the Form 5As are signed by the Advisers.

Please find attached the following: Instructions for College Secretaries

Instructions for Freshmen Advisers

List of Confirmed Qualifiers under Bridge Program

Thank you for your continued support and cooperation.