

06 September 2012

OUR MEMORANDUM NO. 12-20

TO:

ALT COLLEGE SECRETARIES AND GRADUATE COORDINATORS

FROM:

EVANGELINE C. AMOR, Ph.D.

University Registrar

SUBJECT:

Request for comment on perforated paper to be used for F5 printing

The use of perforated paper for form 5 printing has been suggested to facilitate efficient segregation of the forms after payment.

Attached are sample sheets, which I request you to print form 5s on to identify possible issues and problems with the use of the same. Please use the assessment module of your college CRS account to print a sample for 5. It is suggested that actual printers used during registration be used to simulate the process of form 5 printing.

Kindly please send your comments/suggestions on the use of perforated sheets on or before 17 September 2012.

Thank you very much for your cooperation.