24 October 2012

MEMORANDUM ECA NO. 12-30

TO: ALL COLLEGE SECRETARIES / GRADUATE COORDINATORS

FROM: EVANGELINE C. AMOR, Ph. D.

University Registrar

Kindly remind your faculty/staff enjoying enrollment privileges and students who are faculty/staff dependents to please get and process their Application for Enrollment Privilege at Reduced Fees first from the HRDO before going to the OUR for special assessment .

"NO HRDO CERTIFICATION, NO ASSESSMENT" -policy will be implemented effective Second Semester AY 2012-2013

Please be guided accordingly.

Thank you.