19 March 2013

MEMORANDUM ECA NO. 13-08

TO: ALL COLLEGE SECRETARIES

FROM: EVANGELINE C. AMOR, Ph.D.

**University Registrar** 

RE: SUBMISSION OF CLASS SCHEDULES FOR FRESHMEN FOR THE FIRST SEMESTER, AY 2013-2014.

May we please remind all College Secretaries to kindly submit the class schedules for freshmen for the First Semester AY 2013-2014 on or before 22 March 2013 (Friday). Please note that these schedules will still have to be allocated in the preparation of block sections for the freshmen.

Ms. Rowena Esclanda of the ARS of OUR will email you requests for specific class schedules for the creation of block schedules based on last year's offerings and on the number of freshmen who confirmed.

The pre-enlistment schedule for freshmen will start on 01 April 2013.

Thank you very much.