



29 September 2020

OUR Memorandum No. MVPLO 2020-14

To: **College Secretaries**

From: 
MARIA VANESSA P. LUSUNG-OYZON, PhD
University Registrar

Subject: **SUBMISSION OF ORIGINAL ENTRANCE CREDENTIALS (EC) DOCUMENTS**

The Office of the University Registrar (OUR) is currently validating the authenticity of the EC documents submitted online by the newly admitted/readmitted students for the first semester/first trimester AY 2020-2021.

In this regard, we would like to respectfully request that the original EC documents submitted to you be forwarded to the OUR on or before 31 October 2020 in a sealed envelope, per admission category, through your college’s/unit’s messenger. Kindly include a summary checklist (see sample checklist below) of the documents inside the envelope.

COLLEGE:	NCPAG	CATEGORY:	New Graduate
STUDENT NO	FULL NAME	DEGREE PROGRAM	DOCUMENTS SUBMITTED (separate each item with a comma)
2020-XXXXXX	DELA CRUZ, JUAN	MPA	SD, POS, CoC (PEHA), PSA BC, etc.

Thank you very much for your continued support.