



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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24 November 2025

MEMORANDUM ERJ 2025-01

FOR: All Deans, Directors, Heads of Units, College Secretaries and Graduate Program Coordinators

THROUGH:  Rowena Quinto-Bailon, PhD
University Registrar

FROM:  EUGENE REX E. JALAO, PhD
Asst. University Registrar for Academic Information System

SUBJECT: Submission of UP Form 13 (Hardcopy of Official Report of Grades)

In line with the University's directive for digital transformation, the hard copy printing, signing, and submission of UP Form 13 Official Report of Grades from each class section, generated from CRS's Grade Submission Module is no longer required starting First Semester 2025-2026. However, all grade submissions are still to be processed via CRS's Grade Submission Module on or before the grade submission deadline.

The OUR will now reference official grade submissions directly in CRS as source of truth for student evaluation processes and procedure.

Thank you for your continued cooperation.