



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

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6 April 2026

MEMORANDUM RQB 2026-05

TO: ALL COLLEGE STUDENT RECORDS EVALUATORS (SREs)

THROUGH: THE COLLEGE/INSTITUTE SECRETARY

FROM: ROWENA QUINTO-BAILON, PhD
University Registrar

SUBJECT: 2026 SRE Workshop

We would like to formally invite you to a two-day SRE Workshop on 7-8 April 2026, at the OUR Conference Room at 8:00 am to 5:00 pm.

We will discuss the BOR-Approved Harmonized Policies and Procedures related to Admission, Student Progress, and Graduation. Also, clarification on issues related to student records and evaluation will be tackled.

Attached is a copy of the Program. Please bring a laptop for easy access to policies and memos shared in a google drive.

Thank you and see you.

cc:OVCAA
Deans

Day 1 (April 7)

TIME	ACTIVITY
8:00 a.m	Registration
8:30am-9:00am	<p style="text-align: center;">Welcome Remarks Prof. Maria Vanessa Lusung-Oyzon. PhD <i>Vice Chancellor for Academic Affairs</i></p> <p style="text-align: center;">Introduction of the Workshop Prof. Rowena Quinto-Bailon. PhD <i>University Registrar</i></p>
9:00am – 10 am	<p>BOR Approved Harmonized Policies on Undergraduate Admission, Student Progress and Graduation (Ms Lucilyn Gardaya)</p> <ul style="list-style-type: none"> • Authority to Approve Readmission from: AWOL, Dismissed, PDQ, MRR Extension, Waiver of MRR • Harmonized Grading System • Decision Tree on Scholastic Standing
10:-10:15 am	Snacks
10:15-12:00 noon	<p>Frequently Asked Policies on:</p> <ul style="list-style-type: none"> • Admission (Ms Jennifer Theresa Mallare) • Registration (MS. Mayla Panti)
12:00:1:00pm	Lunch
1:00-3:00 pm	<p>Frequently Asked Policies on:</p> <ul style="list-style-type: none"> • Student Progress (Ms. Eiza-Reah Nasis) • Graduation (Ms. Eiza-Reah Nasis)
3:00-3:15 pm	Snacks
3:15-5:00 pm	Discussion on Problematic requirements on Graduate Program (Ms Lucilyn E. Gardaya)

Day 2 (April 8)

TIME	ACTIVITY
8:00 a.m. to 10:00 a.m.	CRS Module (New/Not utilized) (Sir Jacob Obinguar)
10:00 a.m. to 10:15 a.m.	Snacks
10:15 a.m. to 12 noon	CRS Module (New/Not utilized (Sir Jacob Obinguar)
12:00 noon to 1:00 p.m.	Lunch
1:00 p.m. to 3:00 p.m.	<p style="text-align: center;">Discussion on:</p> <p style="text-align: center;">Admission of Foreign students (Ms. Rowena Esclanda) Tagging of students in CRS (graduating, pending cases, entrance credentials, liabilities) – Ms Mayla Panti & Ms. Jennifer Mallare Student Cases at the College & University Level - Ms. Jonah Catubigan Release of documents for PRC, Bar, Med Schools, Law Schools-Ms. Jonah Catubigan</p>
3:00 p.m. to 3:15 p.m.	Snacks
3:15 p.m. to 4:00 p.m.	Synthesis and Report Accomplishment
4:00 p.m. to 5:00 pm	Distribution of Certificates