



PUP COMMISSION ON ELECTIONS

2nd Floor, Charlie del Rosario Student Center
Sta. Mesa 1016, Manila, Philippines



MEMORANDUM CIRCULAR NO. 002

March 24, 2022

TO: All Student Council Officers of the PUP Main Student Council
All College Student Councils
Members of the Central Student Council
Members of the Student Council Assembly
Magistrates of the Student Tribunal
Members of the Constitutional Commissions

- * Commission on Elections
- * Commission on Audit
- * Commission on Student Organization and Accreditation

Junior Council Officers, Staff, and all other appointed officers of all officers mentioned above.

SUBJECT: EXTENSION OF THE SUBMISSION OF REGISTRATION CARDS

I. BACKGROUND

1. Encoding of grades is still ongoing.
2. Multiple students having issues with their enrollment because of incomplete grades.

II. PURPOSE

This Memorandum Circular issued by the Commission on Elections as part of its administrative function to all members of the Student Council (SCC Article XII-A Section 3). All students who occupy any elective position must qualify to the standards set by the Student Council Assembly and the Commission.

III. POLICY CONTENT

1. Submission of proof of enrollment is extended until April 30, 2022.
2. Proof of enrollment shall include one of the following, listed in order of preference:
 - 2.1. Certificate of Registration for the Second Semester of A.Y. 2021-2022
 - 2.2. Confirmation Slip for the Second Semester of A.Y. 2021-2022
 - 2.3. Signed screenshot of SIS Enrollment or Schedule Tab (submit it as a pdf file)
3. Student Council Agencies still need to submit the list of officers for the first semester until March 31, 2022.

IV. EFFECTIVITY

1. This memorandum shall take effect immediately.

V. AUTHORITY

(Sgd.) MARC JOSEPH V. BARCIAL
Chairman, PUP COMELEC



Commission on Elections - PUP Manila



@comelecupmain



@comelecupmain



comelec.pup@gmail.com