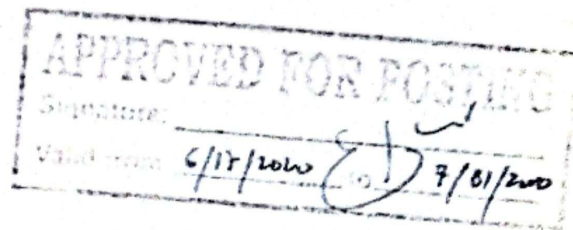


OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM ORDER NO. 036, s. 2020



FOR: CAMPUS DIRECTORS AND DEANS
COLLEGE DEANS (ACCESS Campus)
This University

Attention: *Program Chairs*

FROM: ERNIE C. CERADO, PhD
Vice President

SUBJECT: INITIALIZATION OF CLASS PROGRAM INTO THE UNIVERSITY
MANAGEMENT INFORMATION SYSTEM (UMIS)

DATE: June 16, 2020

1. This pertains to the forthcoming online enrolment of second, third and fourth year students of the University by the month of July 2020, and the utilization of the University Management Information System (UMIS) effective this First Semester, AY 2020-2021.
2. On this regard, you are hereby directed to start encoding your respective Class Program into the UMIS in coordination with your Campus Registrar. The early uploading of class program into the system shall foster an organized and efficient enrolment procedure.
3. For strict compliance.

