



30 May 2024

**Ms. FELISA L. SABAUPAN, PhD**

University Registrar  
University of Nueva Caceres  
Naga City, Camarines Sur

Dear **Doctor Sabaupan**:

We are pleased to invite you for an online orientation session regarding the online submission process of the Master List of Honor Graduates for the academic year 2023-2024. This orientation will be conducted via Zoom and is scheduled on 5 June 2024, at 1 p.m.

As we strive to streamline and enhance our Honor Graduate Eligibility application processing, your participation in this session is vital. The orientation will cover the following key topics:

- Standard format for the Honor Graduate Master List;
- Detailed walkthrough of the online submission process; and
- Q&A session to address any concerns or queries regarding the topic

Event Details:

Date: 5 June 2024

Time: 1 p.m. – 2 p.m.

Zoom Meeting Link:

[<https://us02web.zoom.us/j/84359675320?pwd=CX2xrpWPRCbt8D7oricjJImEWbHaj.1>]

Meeting ID: [843 5967 5320]

Passcode: [570317]

Should you have any questions or need further information, feel free to contact us at [ro05.esd@csc.gov.ph](mailto:ro05.esd@csc.gov.ph) or text/call Mr. Julius C. Manipol at 09939733083.

We look forward to your active participation in ensuring a smooth and efficient submission process for the Honor Graduate Master List.

Thank you for your attention and cooperation.

Very truly yours,

**Atty. DAISY PUNZALAN BRAGAIS**

Director IV

**Bawat Kawani, Lingkod Bayani**