



OFFICE OF THE EVSU-OC DIRECTOR

MEMORANDUM

No. 5 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 18 March 2024

SUBJECT : Submission of bound theses 2 weeks before the graduation before the graduation day

Effective this Academic Year 2023-2024, we will no longer allow students to graduate without submitting the bound copies of their theses two (2) weeks before the graduation date. Since our graduation/commencement exercises date is 12 July 2024, they should have submitted their bound theses by 28 June 2024. Failure to comply with this policy means we drop the student(s) from the official list of graduating students.

Since we require our graduating students to be cleared by 31 May 2024 (see my Memo dated 18 March 2024 on clearance for graduating students), and since the bound copies of their theses is one of the requirements to be cleared with our Library, then they need to issue a promisory note stating that they will submit the bound copies of the said theses on or before 28 June 2024 in case they are not ready by May 31.

For your strict compliance.

In the service of God, country, and EVSU,


DR. JEFFRY OCAY

Copy furnished:

- Registrar
- Library
- SSG