



## MEMORANDUM

No. 91 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 3 June 2024

SUBJECT : **Clearance for Non-graduating Students Every Semester**

Starting First Semester, Academic Year 2024-2025, all non-graduating students shall process their clearance by the end of each semester. Please note that this is not a requirement for enrollment, but we need the clearance because we have students who have obligations to our school, such as in their respective departments, library, laboratory, and SSG. For example, if a particular student accidentally breaks an apparatus in the laboratory, there is no way for us to get hold of her/him without the clearance.

So, all Department Heads must make sure that their students shall comply with this policy.

I will ask the Head of the Administrative and Finance Services to keep copies of the clearance and make a list of those students who did not comply with this policy.

Students who undermine this policy shall render eight (8) hours of community service.

Please be guided accordingly.

In the service of God, country, and EVSU,



**DR. JEFFRY OCAY**

Copy furnished:

- Registrar
- Admin and Finance Services Office
- SSG