



MEMORANDUM

No. 92 s. 2024

TO : All Department Heads

FROM : Campus Director

DATE : 3 June 2024

SUBJECT : **Follow-up on Memo No. 51 re submission of bound theses 2 weeks before the graduation before the graduation day**

This is in relation to my Memo dated 18 March 2024 regarding the submission of bound theses two (2) weeks before the graduation day. I stated there that graduating students have until 28 June 2024 to submit their clearance. However, given that we need the complete list of graduating students as soon as possible for purposes of preparing our yearbook, I am changing the deadline from 28 June 2024 to 14 June 2024.

So, graduating students shall fast track the revision of their theses and submit bound copies of them on or before 5:00pm, 14 June 2024.

For your strict compliance.

In the service of God, country, and EVSU,

DR. JEFFRY OCAY

Copy furnished:

- Registrar
- Head of Admin and Finance Services
- SSG