



# UNIVERSITY OF THE PHILIPPINES

Diliman - Extension Program in Pampanga & Olongapo  
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## MEMO GGJ 16-27

FOR: All Undergraduate Faculty Members and Lecturers

FROM: Dr. Grace R. Gorospe-Jamon

SUBJECT: Faculty Service Record & Course Syllabus

DATE ISSUED: August 24, 2016

Please accomplish the attached Faculty Service Record (FSR) form, and submit it to Mr. Arnulf Pita of the Admin Office no later than September 2, 2016, Friday. In addition, please send a digital copy of your syllabus (in .pdf or .doc format) to [updepp.ofcprogramsec@gmail.com](mailto:updepp.ofcprogramsec@gmail.com).

Please be advised of the following schedule and deadlines for this semester:

Deadline for Dropping (via <a href="http://eppcrs.upd.edu.ph">eppcrs.upd.edu.ph</a> )	October 27, Thursday
Deadline for Filing Leave of Absence (via <a href="http://eppcrs.upd.edu.ph">eppcrs.upd.edu.ph</a> )	November 11, Friday
End of Classes	December 05, Monday
Final Examinations	December 07-14
Deadline for Grade Submission (via <a href="http://eppcrs.upd.edu.ph">eppcrs.upd.edu.ph</a> )	December 22, Thursday

All faculty members are required to submit their grades on time.

Please be guided accordingly.