



Office of the University Registrar

To DLSU-D Community

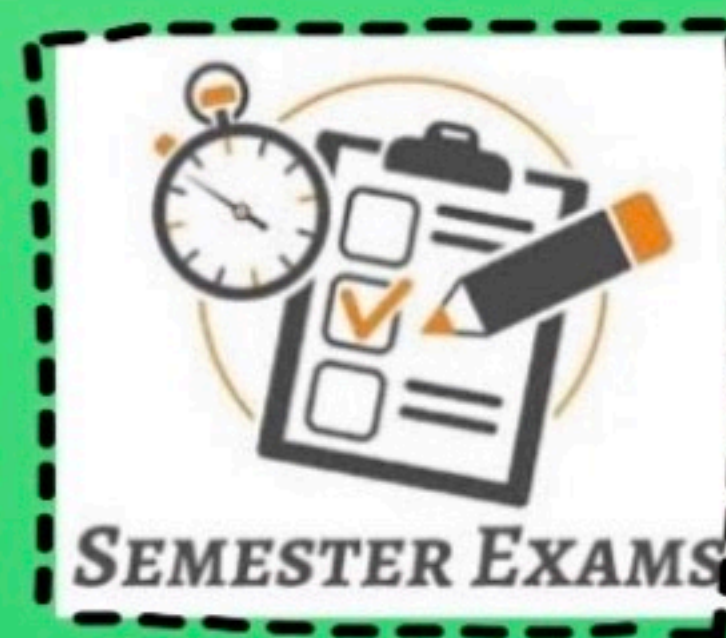
In reference to the memo released last March 11, 2020 (Academics and Research response to the COVID-19 developments), the Office of the University Registrar has the following advisory for your guidance.

1. **Documents Requested.** All requested documents (e.g. TOR, Diploma, and Certification) will be released two days after classes resume in DLSU-D.



2. **Dropping of Subjects.** Dropping of subjects **WITHOUT** refund scheduled on March 23, 2020, will be entertained once the office work resumes.

3. **Midterm Exam.** Faculty members are no longer required to submit their midterm examination schedules since online platforms or virtual classes will be utilized.





4. **Midterm Grades Submission.**

Portal submission will be open from April 15 to May 30 and no deadline will be given.

5. **CHED Transaction.** Transaction to CHED is also suspended.



For other concerns, feel free to email at **our@dlsud.edu.ph**

Stay safe. While there is no known cure yet, let us strengthen our immune systems. Please do the needful. God bless! May God spare us from this serious health threat.

