




University of the Philippines Cebu

OFFICE OF THE UNIVERSITY REGISTRAR

30 August 2018

MEMORANDUM NO. OUR-2018-09

TO : ALL CONCERNED OFFICES
ALL UNDERGRADUATE STUDENTS

FROM : 
PROF. MAY CHRISTINA G. BUGASH
University Registrar

SUBJECT : **Official Form 5 eOR Processing from August 30 to September 7
for All Undergraduate Students for the First Semester AY 2018-2019**

Please be informed that the processing of the Official Form 5 eOR of all undergraduate students for the First Semester AY 2018-2019 will **start on August 30 and end on September 7, Friday.**

In the attached flow chart, this would include all activities starting from (A):

- tuition calculation in compliance of RA 10931;
- tagging of Scholarship and ST (socialized tuition) discounts;
- payment and printing of eORs for all undergraduate students who are not eligible for Free Tuition or voluntarily opting out;
- printing of eORs for all undergraduate students who are eligible for Free Tuition; and
- validation of enrollment for all undergraduate students.

For your guidance.

Thank you.

Noted by:


ATTY. LIZA D. CORRO
Chancellor
AUG 31 2018