




COLLEGE OF SCIENCE
University of the Philippines
Diliman, Quezon City 1101
Philippines



1 June 2020

JOINT MEMORANDUM NO. 20-01

TO : ALL CS FACULTY

FROM :  **EIZADORA T. YU, Ph.D.**
Associate Dean for Mentoring, Academic Progress and Advancement

MA. NERISSA MASANGKAY ABARA, Ph.D.
College Secretary

SUBJECT : Online Submission of Thesis/Dissertation

The procedure for online submission of thesis/dissertation for this semester is as follows:

1. Student submits pdf copy to the institute with digital signatures of adviser/reader/examiner. Alternatively, the signatories may instead signify their approval via email to the institute director.
2. The director affixes his/her signature on the pdf copy.
3. The director or the institute's person-in-charge sends the pdf copy of the thesis/dissertation along with the panel's email approvals, if any, to the following:

Undergraduate:	bsthesis@science.upd.edu.ph	1 attachment	- full manuscript
Graduate:	gradthesis@science.upd.edu.ph	2 attachments	- signature page, full manuscript

The email format should be as follows:

Email subject: LAST NAME, FIRST NAME, MIDDLE INITIAL, COURSE

In the email body: THESIS TITLE
ADVISER'S NAME

PDF file name format: LAST NAME, FIRST AND MIDDLE NAME INITIAL 2.19-20_THESIS TITLE
(example: DELA CRUZ, MNMA 2.19-20_Matrix Analysis)

Thank you for your cooperation.

Noted by:


GIOVANNI A. TAPANG, Ph.D.
Dean