



# ATENEOD DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

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Office of the Academic Vice President

Memorandum No. 2022-13

October 27, 2022

MEMO TO: THE HIGHER EDUCATION UNIT

FROM: (SGD) GINA LAPAZA-MONTALAN, Ph.D.

RE: **OAVP OFFICER-IN-CHARGE AND SUBMISSION OF  
THE FIRST SEMESTER FINAL GRADES**

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Please be informed that I am on leave effective today. In my absence, I requested **Dr. Jenner Y. Chan to be the officer-in-charge of the OAVP**. He can sign routine transactional documents on my behalf. I will be in constant communication with him for all other academic-related matters.

*In view of the intervening holidays, the **deadline for the submission of the final grades shall be on November 8, 2022.***

Consequently, *after due consultation by our University Registrar, Atty. Edgar Pascua, with the VP for Finance and Treasurer, Mr. Jimmy Delgado, our **enrolment for the second semester proceeds on November 9, 2022 at 1:00p.m.*** to give ample time for technical and other adjustments.

For the information and guidance of everyone.