



OFFICE OF THE COLLEGE SECRETARY  
College of Social Sciences and Philosophy  
University of the Philippines Diliman

**ENDORSEMENT SLIP**

For: \_\_\_\_\_  
**Department Chair of** \_\_\_\_\_

- For your:
- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="radio"/> Information        | <input type="radio"/> Recommendation      | <input type="radio"/> Consideration |
| <input type="radio"/> Decision           | <input type="radio"/> Immediate attention | <input type="radio"/> Guidance      |
| <input type="radio"/> Implementation     | <input type="radio"/> Dissemination       | <input type="radio"/> Approval      |
| <input type="radio"/> Appropriate Action |   |                                     |

Remarks: May our office get your reply on the attached Memo regarding Admission Requirements on or before (DD/MM/YYYY)? A copy which was already sent to your respective offices.  
Thank you very much.

\_\_\_\_\_  
**College Secretary**

Remarks:

\_\_\_\_\_  
Signature/Date



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