



COLLEGE OF SCIENCE

University of the Philippines

Diliman, Quezon City 1101
Philippines



Office of the College Secretary Office of the Associate Dean for Academic Affairs

09 June 2026

OCS AND OADAA JOINT MEMORANDUM NO. MCMO-MJCL 26-01

TO: College of Science Students and Faculty Members

FROM: 
Marie Christine M. Obusan, Ph.D.
College Secretary


Manuel Joseph C. Loquias, Dr. math.
Associate Dean for Academic Affairs

SUBJECT: Continued Implementation of OADMAPA AND OCS JOINT MEMORANDUM NO. 23-02
“SUBMISSION OF THESIS/DISSERTATION”

Although the Office of the Associate Dean for Mentoring, Academic Progress and Advancement (OADMAPA) has since been renamed, the policies and procedures prescribed in OADMAPA AND OCS JOINT MEMORANDUM NO. 23-02, dated 30 May 2023, remain in full force and effect.

Accordingly, graduating undergraduate and graduate students are required to submit both:

- a soft copy of their thesis/dissertation following the procedures specified in the memorandum; and
- the required bound copy/copies bearing the necessary signatures.

Both requirements must be completed on or before the deadline for submission of grades for the semester, unless otherwise announced.

For ease of reference, a copy of OADMAPA AND OCS JOINT MEMORANDUM NO. 23-02 is attached to this memorandum.

Thank you for your usual cooperation.

Noted by:


Cynthia P. Saloma, Ph.D.
Dean



COLLEGE OF SCIENCE
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Philippines
email address: csadmin@science.upd.edu.ph



Office of the Associate Dean for Mentoring, Academic Progress and Advancement
Office of the College Secretary

30 May 2023

OADMAPA AND OCS JOINT MEMORANDUM NO. 23-02

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 : SUBMISSION OF THESIS/DISSERTATION

Effective 01 June 2023, bound copies of thesis/dissertation will again be required along with the soft copy. The deadline for submission of both will be on the same date as the deadline for submission of grades for the semester.

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

- a. Student submits soft copy to the institute, no need for digital signatures.
- b. The director or the institute's person-in-charge sends the full manuscript of the thesis/dissertation to the following:

Undergraduate: bsthesis@science.upd.edu.ph
Graduate: gradthesis@science.upd.edu.ph

The email format should be as follows:

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

In the email body: THESIS TITLE
ADVISER'S NAME

File Name format: SURNAME, FIRST AND MIDDLE NAME INITIAL 1.22-23_THESIS TITLE
(example: DELA CRUZ, JP 2.20-21_Matrix Analysis)

2. Bound copies are to be submitted to the following:

- | | |
|--|-----------|
| Graduate Students (2 copies, maroon cover) | - OADMAPA |
| Undergraduate Students (1 copy, green cover) | - OCS |

The bound copies must be signed by the adviser(s) and reader/examiner (if any), and the institute director.

The format for bound copies are attached to this memo.

Thank you very much for your usual cooperation.

Noted:



GIOVANNI A TAPANG, Ph.D.

Dean