



Republic of the Philippines
CENTRAL LUZON STATE UNIVERSITY
Science City of Muñoz, Nueva Ecija

CLSU Distance, Open, & Transnational University

MEMORANDUM FOR WRITTEN COMPREHENSIVE EXAMINATION

Memorandum

To:

_____, Chairperson, Comprehensive Examination Committee
_____, Member, Comprehensive Examination Committee
_____, Member, Comprehensive Examination Committee

From: The Dean

Date: _____

Subject: Written Comprehensive Examination of _____

With _____ as Chairperson and _____ and _____ as Members, you are hereby constituted into an Examining Committee for the written Comprehensive Examination of the abovementioned students on _____. Your committee shall supervise/oversee the conduct of the written Comprehensive Examination of the said students.

Specifically, your functions are to:

1. Solicit questions from the professors/course tutors of the students;
2. Return the examination papers to the professors/course tutors for checking after the comprehensive examination;
3. Collect the corrected comprehensive examination papers from the professors/course tutors;
4. Prepare and submit a report on the results of the Comprehensive Examination to the undersigned through the Chairman, Department of Education and Related Studies, not later than _____; and
5. Decide on the case of any student who, for justifiable reason, e.g., illness, is unable to take the examination on schedule.

For clarification on any matter relevant to this memorandum, please do not hesitate to consult with the Chairman, _____ and/or the undersigned.

Thank you for your usual support and cooperation.

Dean