



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 \_\_\_\_\_

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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