



June 5, 2020

**MEMORANDUM TO ALL GRADUATE STUDIES PROGRAM STUDENTS**

**RE: IMPORTANT UPDATES**

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**A. SUMMER Classes for AY 2019-2020.**

1. The Commission on Higher Education (CHED) only allows HEIs with capability for fully online learning to conduct summer classes. We already wrote a letter to inform CHED National Capital Region (NCR) that we have an intent to offer SUMMER 2020 classes this June 2020.
2. The tentative date for Enrollment Proper is on 15 June 2020 and the tentative date start of classes is on 20 June 2020. (The classes will be offered on-line)
3. In the meantime, we will request all Graduate School of Business (GSB) students to accomplish the following survey:
  - GSB Pre-Enrollment Survey:  
**For MBA students**, the link can be accessed here:  
<https://forms.gle/NZNCovW8NmOKUad16>  
**For DBA student**, the link can be accessed here:  
<https://forms.gle/h2PebKaqP37ZwAik8>
  - **Payment Options Survey**, the link can be accessed here:  
<https://forms.gle/y1gS2w3xHZwXX5v3A>

The links of the survey are also posted on our school website ([www.psba.edu](http://www.psba.edu)). The results of these surveys will help the GSB Office and its faculty to better understand and assess what subjects will be offered for this SUMMER 2020.

**B. Completion of the Second Semester AY 2019-2020**

1. Clearance processing
  - Students with outstanding financial obligations are required to accomplish the online Survey on Payment Options. The online survey will be released and uploaded on our website on Sunday, June 7, 2020.
  - The School will offer the following payment options:
    - Online bank payment
    - Bank deposit
    - Onsite with the School Cashier
  - Any onsite appointment will observe the health and safety protocols related to COVID-19.
2. Release of grades
  - There will be no class cards to be given for this semester. Instead, E-grades will be sent to your email after clearance.

The School reminds everyone to keep safe and be strong during these times.

Thank you and may God bless us all!

Kind Regards,

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