



ATENEO DE MANILA UNIVERSITY
SCHOOL OF MEDICINE AND PUBLIC HEALTH

OFFICE OF THE REGISTRAR

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RO Memorandum No.040 Series 2022

Release of MD and MBA Diplomas

DATE: September 29, 2022

FOR: The Graduates Class of 2022
The ASMPH Community

FROM: <SIGNED>
REY R. REYES
Registrar

Subject: Release of MD and MBA Diplomas

Please be informed that the Registrar's Office will be releasing the original copies of your Doctor of Medicine (MD) and Master in Business Administration (MBA) diplomas. The distribution will include the original signed copies of the Latin diplomas, and their English translations.

The distribution of these documents will start on Friday, **October 7 to October 28, 2022**, from 9:00 am until 3:00 pm. On Saturdays, the distribution schedule will be from 8:00 am to 12:00 nn.

Unclaimed diplomas will be charged a storage fee of 500.00 PHP after **October 28, 2022**.

Until further notice, all requests to send documents by courier have been suspended. You may authorize another person to claim these documents on your behalf by e-mailing your authorization to registrar.asmph@ateneo.edu. The Authorization should include your name, date of birth, student number, the documents they are claiming, and the name of the person authorized. Please also provide a copy of a government issued identification document of the person claiming your packet.

Please e-mail registrar.asmph@ateneo.edu for queries and clarifications regarding this memorandum.