## Office of the Vice President for Academic Affairs

**MEMORANDUM** VPAA-12-1008-01                                    08 October 2012

For:              **College Deans, Faculty Members and All Concerned**

Subject:          eGrades Full-scale Implementation, SY 2012-2013

1. Since 2010, an expanding **eGrades pilot** was deployed in preparation for a full-scale implementation this SY 2012-2013. The project was in response to a clamor and prescription by the entire academic community, enunciated in strategic planning sessions in 2010 at the Regents' Lounge and the TOP Room, for the technology enhancement of our academic services. This was heeded to by the administrative sector for apt implementation and, two (2) years after, it is coming back to fulfill that strong commitment before its important stakeholders.

2. The last pilot stage (2$^{nd}$ Sem, SY 2011-2012) was a defining moment in our continuing quest for innovative academic services and our departure from the traditional, archaic ways. The eGrades system has since been available **online** and is accessible thru **web** access.

3. Essential agreements in the Coordination Meeting with the deans, college officers, the OUR and the ITC, which was presided by the undersigned on 04 October 2012, are as follows.

4. **Protocols.** These modest protocols shall govern the current implementation stage.
   a. All entities shall follow the exact, similar procedure as they have since been performing:
      - The **faculty** shall submit all signed ROGs to the college
      - The **college** shall endorse all signed ROGs to the OUR
      - The **OUR-SIS** shall encode all official grades and endorse the extracted data to the ITC
      - The **ITC** shall upload the endorsed database to the eGrades system

   b. At the close of office hours of 17, 19 and 22 October, the OUR-SIS will endorse the database to the ITC. The ITC will upload the end-of-day transactions on said initially designated dates at past 6pm. Pls. advise the scholars that said eGrades updates may be accessed shortly.

   c. **Web Portal Access by the SCHOLARS:**
      - Log-in to the official institutional website of PLM (www.plm.edu.ph). Click **eGrades**.
      - Use your *official PLM account* as username and your *Student Number* as the default password. Your grades for the semester then-ended will be shown.
      - Print your eGrades as desired, then click "**Log-out**."

   d. For the verification of log-in accounts, a list shall be available at the ITC and at the Library Internet Station, specifying the respective *official PLM accounts* <name@plm.edu.ph>.
      - For security purposes, the email password is different from the eGrades password.
      - Issues and concerns shall be directed to the ITC for clarification and/or resolution.

5. The CET, after having previously benefited from the advantages of the eGrades system and has expressed its strong belief on the indispensability of the new system, has elected not to issue the traditional classcards anymore. In light of the small time element towards enrollment, the other colleges still in transition may yet distribute said traditional classcards at the behest of the respective Deans. This should not be misconstrued in any way, however, as a step backward as traditional classcards are intended to be supplanted henceforth by the online eGrades.

6. We express with heightened candidness our gratitude to your full support and utmost cooperation to our shared aim of instituting innovations to our institutional academic services.

7. Thank you.

**NERI S. PESCADERA**

cc:  Office of the President
     Office of the Executive Vice President