

TO : THE PROGRAM CHAIRS & TEACHING FACULTY MEMBERS

THRU : The Deans

FROM : The Office of the Registrar

SUBJECT: **MIDTERM EXAMS – 3T, 2018-2019**

DATE : May 28, 2019

This is to inform you that:

- **Midterm Exams** are scheduled on **June 10 (M) to June 15, 2019 (S)**;
- **June 12 (W)** Independence Day (No classes);
- **June 19 (W)** midterm exam in lieu of **June 12 (W)** no classes;
- Faculty access to **online encoding of grades** starts at **8:00 AM** on **June 10 (M)** and ends at **7:00 PM** on **June 29, 2019 (S)**;
- Midterm grades will be available to students for viewing from **June 10 (M) to July 1, 2019 (M)** at www.benilde.edu.ph/sis (Current Enrollment Record link). Please be reminded that the students are able to view their grades once encoded by the teacher;
- The deadline of submission of the online grading sheets to the Registrar's Office is at **12:00 NN** on **June 29, 2019 (S)**.

Important Reminders:

1. Faculty Members with NO Active DLS-CSB infonet account are advised to get their account at the ITD service desk.
2. Encoding of grades is available at <http://grades.benilde.edu.ph> using mozilla firefox or internet explorer; records may only be accessed inside the Benilde campuses. However, you have the option to access this using Virtual Private Network or VPN at <https://vpn.benilde.edu.ph>.
3. For technical difficulties during encoding of grades, call ITD Help Desk at local 1401 (Tel. No. 230-5100).

For further questions, please do not hesitate to contact us at 230-5100 local 1324.

Thank you for your attention.