



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY

December 14, 2023

Dr. BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I would like to request for consideration regarding the submission of Ms. **Aica May Elarde's final grade for Btec 22 (Fundamentals of Bioprocessing), for 1st Sem SY 2022-2023.**

As much as I want to submit the report of grade completion on the scheduled deadline (*November 21, 2023*), I was also invited as a speaker during the 19th National Biotechnology Week 2023 at Cebu City on November 21-23, 2023.

I apologize for forgetting the completion of this task and I understand the importance of this task. Please consider my submission even if this is a little bit late. Rest assured that this incidence will no longer happen in the near future.

Attached are the necessary documents, for your reference.

I am hoping for your kind and favorable consideration regarding this matter. Thank you and more power.

Very respectfully yours,


DONNA CHRISTENE Q. RAMOS
Faculty, Biotechnology

Noted:


LOURD FRANZ M. GABUNADA
Head, Biotechnology

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Department of Biotechnology
Visayas State University, Baybay City, Leyte
Email: biotech@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1099



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