



VISAYAS
STATE UNIVERSITY



**NATIONAL SERVICE
TRAINING PROGRAM**

June 25, 2024

DR. PROSE IVY G. YEPES
President
Visayas State University
Visca, Baybay City, Leyte

THRU: ROTACIO S. GRAVOSO
VP for Academic Affairs

Dear Dr. Yepes:

Greetings!

I hope you are well. As the unit coordinator of NSTP-CWTS, I am writing to request the transfer of the following students from NSTP-ROTC to the NSTP-CWTS Program to correct their grades:

1. 23-1-02544 Gantuangco, Irish Cloe P.
2. 23-1-02135 Calixtro, Karl Rogel V.

These students were originally enrolled in the NSTP-CWTS program for the 2nd semester of this school year 2023-2024, as shown by their certificates of registration. However, before the grade submission deadline, I found no record of their names when I checked the exported Excel file from the cumulus portal for class X001. These students were also enrolled in the NSTP-CWTS program last 1st semester of S.Y. 2023-2024.

On June 07, 2024, I asked the team coordinators in our group if these students were transferred to their classes, and most of them said no. On June 10, 2024, *Irish Chloe Gantuangco* sent me a message asking why she obtained a failing grade of 5.00 for both the midterm and final term. She later informed me that her cumulus showed she was enrolled in ROTC, this sudden transfer neither of us knew about. As their unit coordinator, I was unaware of their transfer to the ROTC program.

Therefore, I kindly request that their transfer be reviewed and their grades be corrected to reflect their actual participation and performance in NSTP-CWTS. Enclosed are the following documents to support this request:

1. *Certificates of Registration for each student.*
2. *Attendance records and performance evaluations from the NSTP-CWTS team coordinator.*
3. *Portal grades.*

I apologize for any inconvenience and appreciate your prompt attention to this matter. Please contact me if you need any further information.

Thank you for your cooperation.



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