



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ANIMAL SCIENCE

11 August 2025

DR. ROTACIO S. GRAVOSO

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Subject: **Follow-up & Promissory Letter – Late Grade Submission Penalty**

Dear Dr. Gravoso,

Good day,

This is to follow up on the letter I sent to your office last July 30, 2025, regarding my request for reconsideration of the penalty for late grade submission. Your office received the letter and placed a note indicating that you approved the request, and that the Registrar should make arrangements accordingly. However, the letter was not signed.

The letter was forwarded to Sir Raymund, who read your note, but he was still uncertain about the final action since the letter bore no signature. As a result, we returned the letter to your office for clarification. Unfortunately, up to this date, I have not received any update on the final decision. This matter is holding up my university clearance as I remain pending in the Accounting Office.

If the final decision is that we will need to pay the fines, I respectfully request a recomputation of the amount. The current fines were automatically generated by the system without considering the official memoranda extending the grade submission deadlines.

Should payment be required, I humbly request to settle the amount in a staggered manner on a **monthly basis**, starting in the *month when my salary will resume* once my university clearance is completed, as I am currently facing financial constraints. On the other hand, if my request for the reconsideration of the penalty is granted, I would be deeply grateful for your understanding. I sincerely apologize for the circumstances that led to this issue and assure you that once I am reinstated, I will strictly comply with the rules and submit grades in a timely manner.

I hope for your kind consideration and understanding of the reasons behind the delayed submissions, which were primarily due to the heavy workload (especially thesis advising) and the need to accommodate students under the extended deadlines.

May I respectfully request your advice or decision at the soonest possible time so I can take the necessary steps to complete my clearance.

Thank you very much for your time and attention to this matter.

Sincerely,



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No.


RONEL B. GEROMO
Instructor II, On-study leave

Noted:


MANUEL D. GACUTAN, JR.
Head, DAS

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

cf: Office of the Registrar, Accounting, Faculty

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.