



September 9, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Baybay City, Leyte

Thru: **Dr. Santiago T. Peña, Jr.**  
Chairman, Committee on Change of Grades

Subject: Request for Change of Grades

Dear Dr. Peña,

This is about the INC grades in Ncon 142 of **Mr. Nathaniel C. Noya** and **Ms. Rhea Mae A. Dosdos**. The office of the University Registrar did not accept the said submission because it was submitted after the deadline set for the Academic Ease Policy which is the second semester of Academic Year 2021-2022. The deadline was further extended to July 15, 2022.

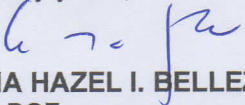
I received the needed class requirements from these students on July 15 which is still covered within the extended period of the Academic Ease Policy. The submission of grades slipped from my list of to-do tasks because I prioritized the checking of manuscripts of our graduating students, the checking of my current students' class activities/assessments, computing their grades, approval of the thesis, and my administrative function as Head of the department. Problem-solving and an essay-type of examinations would take ample time to check. They submitted their output on July 15 but I was not able to check because of the deadline for graduation. Mr. Noya and Ms. Dosdos are not graduating so I was not able to prioritize their output submission. I was able to submit it on August 4 but the registrar did not anymore accept it.

Hence, I wish to appeal to the honorable members of the committee to consider the change of grades from lapse to a grade of 1.50 for Mr. Nathaniel C. Noya and a grade of 2.00 for Ms. Rhea Mae A. Dosdos.

Hoping for your kind consideration of this appeal.

Thank you very much.

Very truly yours,

  
**MARIA HAZEL I. BELLEZAS**  
Head, DOE

Recommending Approval

**MOISES NEIL V. SERIÑO**  
Dean, CME