



VISAYAS
STATE UNIVERSITY



RESERVE OFFICER TRAINING CORP
NATIONAL SERVICE TRAINING
PROGRAM

Visca, Baybay City, Leyte
Email: nstp@vsu.edu.ph
Website: vsu.edu.ph

REQUEST FOR CHANGE OF GRADE FORM

Date: March 31, 2022

DR. EDGARDO E. TULIN
University President

Thru: **SANTIAGO T. PEÑA, JR.**
Chairperson
Committee on Change of Grade

Dear Sir:

Greetings!

I am respectfully requesting for a change of grade of my student. The details are as follows:

Name of Student: Julianne Meg C. Daling Course and Year: BS Met.-1

Department where the subject is offered: NSTP-ROTC

Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2021-2022

Offering Number: X002

Units: 3

Course No. and Course Title: NSTP11r - RESERVE OFFICERS TRAINING CORPS (ROTC)

Class Schedule: Saturday (7:00 – 12:00)

Class Type: ☐ Lecture ☐ Laboratory

Change of Grade Requested: From NA To 2.25

Reason/s for request for change of grade:

It was unintentional fault that the previous instructor (Rey A. Auguis) input NA grade into the system. Records show that the computation was 2.25. Since evidence are in order, may I ask the committee to change the grade of the student. We are hoping for your kind consideration. Thank you.


REY A. AUGUIS

Signature over printed name requesting professor/instructor

Endorsed by:


NOEL A. CAGASAN

Department Head

Date signed: _____

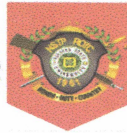

JOY A. BELLEN

College Dean

Date signed: 3-31-2022



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JUSTIFICATION

March 30, 2022

TO WHOM THIS MAY CONCERN:

THIS IS TO JUSTIFY that the actual grade of **Julianne Meg C. Daling** is **2.25** and not NA.

We discover the error after Mrs. Lorna Abamo forwarded an email of the concern of the student. It was unintentional fault that the previous instructor (ROTC commandant) input *NA grade* into the system. Records show that the computation was **2.25**.

Since evidences are in order, may I ask the committee to change the grade of the student. We are hoping for your kind consideration. Thank you.


JOY A. BELLEN
Director, NSTP Office