VISAYAS
STATE UNIVERSITY

November 24, 2022

Dr. Beatriz S. Belonias
Vice-President on Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:

Warm greetings!

I am respectfully seeking your approval to allow me to give a grade and complete the INC of Mr. Chad Christian Wales incurred in the 2nd sem of AY 2020-2021 for DSOC 252 – Resources Management, Access, and Benefit-Sharing, offering number VG05.

I have given him a grade of 1.75 which was sent to the Registrar's Office on July 4, 2022 before the deadline for grade submission. It was returned by the OUR on July 11, 2022 citing an error in the offering number and the form used. The INC form should be used instead of the Deferred form since 2nd sem of AY 2020-2021 was not covered by the Deferred grade policy.

However, I was not informed that the form I submitted was returned. It was only on November 21, 2022, that I learned about it after the student inquired about his INC grade. I submitted another letter to the OUR on November 23, 2022 but they advised me to get approval from you first before they can act on the matter.

I sincerely apologize for this lapse and hope for your kind consideration to approve the completion of the INC of Mr. Wales. I have already informed our Director of this communication problem within our office to resolve the issue.

Thank you very much and I hope for your kind consideration of this concern.

Very truly yours,

Gina Delima
ISRDS Faculty

Noted by:

Lilian Nuñez
ISRDS Director

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Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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No. 2022-189

VISAYAS STATE UNIVERSITY

INSTITUTE FOR STRATEGIC RESEARCH AND DEVELOPMENT STUDIES
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Email: isrds@vsu.edu.ph
Website: www.vsu.edu.ph

REPORT OF GRADE COMPLETION

O.R.# _____
Date _____
Amount ₱ _____

	Date	Signature
Posted in:		
Stud. Perm Rec	___ ___	_____
Grade Sheet	___ ___	_____
Form 19	___ ___	_____
Computer	___ ___	_____

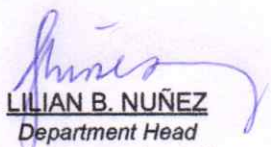Date Issued : _____ Valid Until: _____ Issued by: _____

Incomplete Grades Obtained : 1.75

Course No. and Descriptive Title: DSOC 252- Resources Management, Access, and Benefit-Sharing   Unit: 3

Name of Professor : GINA A. DELIMA   Department/Division: ISRDS

College (where subjects belong) : COLLEGE OF MANAGEMENT AND ECONOMICS

Stud. No.	Name of Student (Note: Good for one student only.)			Course & Year	Course No./ Subject	Grade Upon Completion	Remarks
	Family Name	First Name	Middle Name				
16-1-00509	WALES	CHAD CHRISTIAN	DULA	MS-For 2	DSOC252 RESOURCES MANAGEMENT, ACCESS & BENEFIT SHARING	1.75	Passed

Submitted by:

GINA A. DELIMA
Instructor/Professor's
Signature Over Printed Name
Date: 24 Nov 2022

Approved :

LILIAN B. NUÑEZ
Department Head
Signature Over Printed Name
Date: _____

Received by:

_____
Registrar's Office
Signature Over Printed Name
Date: _____

Distribution of Approved Copy: 1 Registrar, 1 Student, 1 Dept. Head

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VISAYAS STATE UNIVERSITY

04 July 2022

MS. MARWEN A. CASTAÑEDA
University Registrar
Visayas State University
Baybay City Campus

Dear Ms. Castañeda,

Greetings!

I am submitting herewith the final grade of a student who received a "Def" remark for 2nd sem SY2020-2021. Thank you very much.

Student no.	Name of Students	Course No. & Title	Offering No.	Final Grade
16-1-00509	WALES, CHAD CHRISTIAN DULA	DSOC252 - RESOURCES MANAGEMENT, ACCESS & BENEFIT SHARING	VG05	1.75

Submitted by:

GINA DELIMA
Instructor

Reviewed by:

LILIAN B. NUÑEZ
Dept. Head

Approved by:

MOISES NEIL V. SERIÑO
College Dean