



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
ECONOMICS

November 23, 2023

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

Thru: Ms. Miriam M. Dela Torre
OIC-University Registrar

Dear Maam:

This is in relation to the Inc grades in AgSc 12 (Agricultural Economics and Marketing) of **Ely Aschew C. Mira** and **Aljun L. Licaña** both BSA-3 students incurred last 1st Sem. SY 2022-2023. The 2 students submit report of grade completion to the their instructor, Ms. Sylvia Agymang Annor, graduate teaching assistant of the department last Nov. 17, 2023 ahead of the deadline. Ms. Annor signed and submitted to me on Nov. 21, 2023 as shown in the date signed. However, I inadvertently and completely forgot to forward it to Registrar Office on the same date because I was so busy and tied up preparing the travel documents of one faculty and 7 BSEcon students who are attending the EQUINOMIX 2023 in San Beda University, Manila on Nov. 23-27, 2023


I sincerely apologize and admit my fault for any inconvenience this may have caused and I am reaching out to seek your favorable consideration in this matter. I will take extra precautions this not to happen again in the future.

Thank you very much, more power and God bless!

Very truly yours,


CARLITO O. SUGANOB
DOE dDRC

Noted:


ZYRA MAY H. CENTINO
Head, DoEcon

Approved:

BEATRIZ S. BELONIAS
Vice for Academic Affairs