



February 3, 2022

DR. ALELI A. VILLOCINO

Quality Management Representative

Dear Dr. Villocino,

This is to request issuance of Corrective Action Report (CAR) to faculty members who either have not submitted or submitted late their final grades for 2nd sem. 2020-2021 and 1st sem. 2021-2022 indicated in the attached lists. The department heads as well as the college deans of these faculty shall also be issued a CAR.

Thank you.

Very truly yours,


BEATRIZ S. BELONIAS

Vice President for Academic Affairs