



November 24, 2021

Dr. Editha G. Cagasan  
Director for Quality Assurance  
Visayas State University  
Baybay City, Leyte

Dear Ma'am,

Greetings!

During the 3<sup>rd</sup> IQA, the Office of the University Registrar (OUR) was noted as none-compliant (NC) due to the late submission of the hard copy of the grade sheets by some faculty.

Our Internal Auditor, Prof. Elvira Ongy emphasized that though the OUR doesn't have control over the late submission, as process owner it is also our duty to address this issue by giving them reminders.

Yet despite the issuance of tracers as reminders, still quite a number of faculty are unable to submit the hard copy of grade sheets on time.

Hence, with due respect to those particular faculty, we are submitting the list of those who were unable to beat the deadline for the submission of the hard copy of grade sheets last August 6, 2021 for corrective action(CAR).

Attached are the aforementioned list of faculty and a printed copy of the NC finding for your perusal.

Thank you so much.

Respectfully,

  
**MARWEN A. CASTAÑEDA**  
University Registrar

Noted:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs