



February 2, 2023

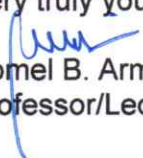
Mrs. Marwen Castañeda  
Registrar, Visayas State University  
Visca, Baybay City, Leyte

Dear Mrs. Castañeda:

Submitting herewith, a copy for the list of my students which incurred an INC grade for the 1<sup>st</sup> Sem. (C047 and C146) and 2<sup>nd</sup> Sem. (C004) of SY 2020-2021, respectively. Since it is more than a year already and they did not comply the needed reports and other outputs, thus they were given automatically a grade 5.00.

Thank you.

Very truly yours,

  
Romel B. Armecin  
Professor/Lecturer