



July 20, 2022

**GUIRALDO FERNANDEZ**

University Secretary/Board Secretary  
Visayas State University

Attention: **SANTIAGO T. PEÑA, JR.**  
Chairperson  
Committee on Change of Grade

Dear Dr. Fernandez:

Last June 13, 2022, I requested through the change of grade committee to change the grade of Janessa B. Abastas for the 2<sup>nd</sup> semester, SY: 2020-2021 from NA to 2.75 for the subject NSTP12c. I go through the process and it was approved by committee and the council. Unfortunately, I discovered as we write the letter, that it was typewritten as NSTP11c instead of NSTP12c. But the Semester and Academic Year when the subject was taken is correct. Only the Course No. and Course Title is wrong. It was a clerical error when we encoded the Course No. and Course Title. I ask to rectify to NSTP12c – Civic Welfare Training Service 12.

We are humbly hoping for your kind consideration. Thank you and more power.

Sincerely,

**ERNA MAE V. ALAJAS**  
Instructor/Team Coordinator

Noted:

  
**JOY A. BELLEN**  
Director, NSTP Office

  
**MARLON V. DAMPIOS**  
NSTP Clerk and dDRC

Approved:

**GUIRALDO FERNANDEZ**  
University Secretary/Board Secretary