



July 7, 2022

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
VSU, Baybay City, Leyte

Thru: Ms. MARWEN A. CASTAÑEDA
University Registrar

Dear Dr. BELONIAS:

This request is in response to the feedback letter issued by the Change of Grade Committee headed by Dr. Santiago T. Peña dated June 24, 2022 (Please see attached letter). I would like to request the change of non-numerical grade of the following students:

1. Gloria, Jericho T. BSChem 4
2. Matuguina, Hanna A. BSChem 4

from "Unsatisfactory" rating to Incomplete (INC), in Chem 200a2 (Experimentation)-RT13 enrolled during the first semester SY 2021-2022. I supposed to give them INC grade; however, it was lapse in my memory to click the option "Unsatisfactory" rating to both of them for the reason that they have not conducted yet their thesis during this period. I did not realize that the experimentation part can be conducted anytime even outside the semester term. It is more fitting then to give them INC instead of the "Unsatisfactory" rating for they can complete the course in due time. I would like to admit that this was an honest mistake on my part, my first time ever to commit such an error in my almost 30 years of teaching here in the university.

I hope that this request merits your kind approval in favor of the welfare of these two graduating students.

Thank you very much.

Respectfully yours,


ALLAN A. RAMAL
Thesis Adviser

Noted:


ELIZABETH S. QUEVEDO
Head, DoPAC

Recommending for Approval:

MARWEN A. CASTAÑEDA
University Registrar

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs