



September 8, 2022

Dr. Santiago T. Peña
Chairman, Change of Grade Committee
Visayas State University
Visca, Baybay City

Dear Sir:

Good day!

I am writing to request the change of grade of my student, Ms, Shekainah Cabiling, from INC that supposedly already lapsed last July 15, 2022, to 2.75 for her ABMg subject taken last second semester of academic year 2020-2021.

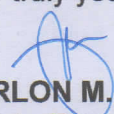
The student supposedly got failed for not submitting some of the required outputs on time but out of consideration as it was at the height of pandemic, I just gave her an INC grade for the subject. The student submitted the lacking requirements last July 3, 2022, however she did not specifically mention in her email that she was from the previous academic year, and which her INC grade was about to lapse during her submission. As I was also handling the same subject for the same semester of academic year 2021-2022, I plainly thought at the time she was just among my recent students for the course and never really considered it urgent especially that I was prioritizing also those who are graduating at the time.

I really never initiated the changing of the INC grades to passing grades as I was also expecting that there would be formal requests from students or initiated by the students through proper forms to complete their grades. We used to receive INC completion form during the previous years which was not anymore practiced during the pandemic period.

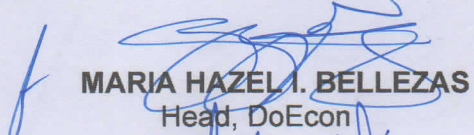
Based on the new computation, her new grade is already 2.75.

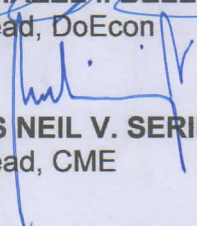
Thank you so much for your consideration.

Very truly yours,


MARLON M. TAMBIS
Affiliate Faculty

Endorsed:


MARIA HAZEL I. BELLEZAS
Head, DoEcon


MOISES NEIL V. SERINO
Head, CME