



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

January 3, 2025

**Dr. Rotacio S. Gravoso**  
VP for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

THRU: Mr. Raymund M. Igcasama

Dear Dr. Gravoso,

Greetings!

This is to respectfully request a change of grade for my student in CpSc21: Principles of Crop Production under class offering C010 during the 1<sup>st</sup> semester of the academic year 2024-2025.

Just this morning, I received an email from Ms. Espinazo informing me about the drop grade reflected in her portal. Upon checking, it was confirmed that the grade was wrongly inputted into the system, as Ms. Delgado is no longer in the cumulus. The following is Ms. Espinazo's correct midterm and final grade.

No	STUDENT-ID	FULLNAME	COURSE	Midterm	Final
28	24-1-01460	DELGADO, NESHELLE TANPIENGCO	BSABE 1	DRP	DRP
29	24-1-00778	ESPINAZO, DESSA PANTORILLA	BSABE 1	2	1.75

I sincerely apologize for this honest mistake and for the inconvenience it caused. I am humbly requesting your consideration on this matter. Rest assured that I am always available to provide further information and clarification as needed.

Thank you very much, and more power.

Sincerely,

  
**WENCES REY B. DELA PEÑA**  
Instructor

Noted

  
**Luz G. ASIO**  
Head, Department of Agronomy

**DEPARTMENT OF AGRONOMY**

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