



## REQUEST FOR CHANGE OF GRADE FORM

Date: Oct. 25, 2022

**DR. EDGARDO E. TULIN**

University President

Thru: **SANTIAGO T. PEÑA, JR.**

Chairperson

Committee on Change of Grade

Dear Sir:

Greetings!

I am respectfully requesting for a change of grade of my student. The details are as follows:

Name of Student: Sheena Jane S. Salva Course and Year: BSN

Department where the subject is offered: NSTP-CWTS

Semester and Academic Year when the subject was taken: 2nd Semester A.Y. 2020-2021

Offering Number: X009

Units: 3

Course No. and Course Title: NSTP12c – CIVIC WELFARE TRAINING SERVICE (CWTS)

Class Schedule: Saturday (7:00 – 12:00)

Class Type: ☐ Lecture ☐ Laboratory

Change of Grade Requested: From LAPSED (attachment 1) To 2.25

Reason/s for request for change of grade:

THIS IS TO JUSTIFY that the actual grade of **Sheena Jane S. Salva** for the 2<sup>nd</sup> semester, SY 2020-2021 base on the record is **2.25** (attachment 2) as the student has complied the INC mark. The student personally see me on Oct. 25, 2022 at the office about her completion through email sent to me on May 23, 2022 (attachment 3). As I check the email, Ms. Salva is a student of Kriezlynn Kiel Mardo. Since Ms. Mardo was no longer affiliated to the Office of the CWTS Coordinator, her case was referred to me. On May 23, 2022, I replied to her that her Completion was overdue since it was calendared on April 29, 2022.

However, considering that OP MC No. 73 series of 2022 was issued later on July 1, 2022 which amended the deadline to July 15, 2022 which I believe her submission on May 23, 2022 should be rectified.

  
**JOY A. BELLEN**

Signature over printed name requesting professor/instructor