



September 07, 2022

Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Belonias:

Good day maam! I am writing this letter to elaborate on the situation as to why the INC forms of students enrolled in R020 and R021 were submitted way beyond the submission date. The students had incurred an INC grade in Chem 143.1 last second semester of SY 2020-2021. They had complied with their requirements on February 22, 2022. I had prepared the INC forms and I thought I submitted it around last week of February 2022 (1-3 days after they had complied with their requirements). But recently, it had been brought to my attention that they still have an INC grade in their portal. We did an internal investigation in the department to trace my papers and there was never a record found in the department. This mishap could be attributed to my negligence in submitting the papers. I wanted to express my apologies as this caused inconvenience to the persons involved, especially to the students. That is why, I am writing this letter to your office to see if these INC forms can still be accepted. If not, can your good office advise us on what I will process so that the students can have their grades be reflected in the portal?

Respectfully yours,


MERVIN JUNE B. GASATAN
Instructor I, DoPAC

Noted by:


ELIZABETH S. QUEVEDO
Department Head, DoPAC

Recommending Approval:

MA. THERESA P. LORETO
College Dean, CAS

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs