




September 22, 2022

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

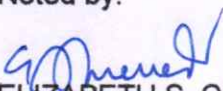
Dear Dr. Belonias:

Good day, Ma'am! I am writing this letter to elaborate on the situation as to why the INC form of Mr. Nathan Kelsey Bernardino Omandam, one of my students enrolled in R161 Chem 128.2 Organic Chemistry II (Lab), was submitted way beyond the submission date. The student had incurred an INC grade in the said subject last second semester of SY 2020-2021. Before giving him an INC as his final grade, I asked for his consent that I won't give him a grade of 2.75, and he agreed. I explained that he would get a grade of around 1.50 or better if he complied with his lacking outputs, including laboratory reports and a project. With this, I try to help him to have a good standing, for he is aiming for Latin honors by giving him a chance. He was also always the one who got the highest score on every exam, which I considered giving him a chance. Later, he never responded to my emails and chat messages asking him where his lacking outputs were. Unfortunately, without me knowing, he suffered from depression during that time, and then a miscommunication occurred between us. He thought I already gave him a 2.75 as his final grade and emailed me this year, before the deadline for submitting grades, asking if he was still required to submit his lacking outputs. At the same time, I assumed he was asking if he needed to comply with his deficiencies to get a better grade. He responded that he would try to submit those lacking outputs, but unfortunately, I haven't received any from him. I am afraid that getting a low grade in this subject, or worse, a failed one might trigger his depression. This mishap could be attributed to miscommunication, and I wanted to apologize as this caused inconvenience, especially for him. That is why, I am writing this letter to your office to see if this INC form can still be accepted. If not, can your good office advise on what I should process so that he can have his passing grade?

Respectfully yours,


HELEN GRACE F. ORACION
Instructor I, DoPAC

Noted by:


ELIZABETH S. QUEVEDO
Department Head, DoPAC

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
VP for Academic Affairs