



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

March 12, 2025

Dr. ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Thru: RAYMUND IGCASAMA
University Registrar

Subject: Changing of Grade of Mr. Paolo Flavio P. Sancho

Dear sir **IGCASAMA:**

Greetings!

This is Quimson R. Cañete, a faculty member of the department of agronomy. I am the one authorized by Dr. Nello D. Gorne, a retired faculty of the department, to take charge of the basic academic records and to settle and issue grades of his students from the previous semester.

It has come to our attention that an apparent double entry has been identified for Mr. Sancho's grade in AGRO300 Master's Thesis. This is during summer of academic year 2023-2024 and first semester of academic year 2024-2025. This situation arose because the student missed the compliance with the academic requirements for graduation for the summer term of AY2023-2024. Also, submission of final grade was due on the same date of academic requirements for graduation. Hence, the advising professor submitted a grade, anticipating student's fulfillment of the requirements.

In this regard, I am writing to respectfully request a reconsideration of changing the grade of Mr. Sancho during summer of AY 2023-2024 from a numerical grade to satisfactory. The office extends its sincere apologies for any inconvenience this may cause. We hope this matter will be given due consideration.

Thank you very much.

God bless.

Sincerely,


QUIMSON R. CANETE
Faculty, Department of Agronomy



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