



VISAYAS
STATE UNIVERSITY



NSTP OFFICE

Visca, Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: vsu.edu.ph

VOIP: 1127

May 22, 2023

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

I would like to request for the students specified in the attached Report of Grade Completion Forms to be given consideration. During the deadline of the submission of incomplete grades (May 19, 2023; see attached Travel Order), I was on-travel with the VSU Marine Team under ITEEM for the **Marine Ecological Assessment of the coastal waters of the Philippine Association of Smelting and Refining (PASAR) Corporation**. In my defense, I aired my concerns to not join this year's team because of my eye health – a common concern for those who work on the microscopic component such as plankton. Apart from this, I prefer to focus on my duties in the QMS compared to consultancy services. Regardless, I was still included in order for the team to be complete. Given these circumstances, I am sending this letter to humbly request for the acceptance of these late grade completion forms.

Thank you and God bless!

Yours truly,


FELIX JOHN T. AMESTOSO
Team Coordinator, CWTS-NSTP

Noted:

JOY A. BELLEN
Director, NSTP

Recommending Approval:

MARWEN A. CASTAÑEDA
University Registrar

Approved:

BEATRIZ S. BELONIAS
Vice-President, Academic Affairs

NSTP Office

Visayas State University, Baybay City, Leyte

Email: nstp@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1127



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