



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

January 2, 2025

Dr. Rotacio S. Gravoso

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Thru: Mr. Raymund M. Igcasama
University Registrar

Dear Dr, Gravoso and Sir Igcasama:

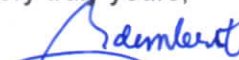
This is to inform your office that I submitted online in the cumulus portal the grade sheet ECON 101- Microeconomics with an offering No. P 101 last July 29, 2024, together with all my subjects handled First semester SY 2024-2025. However, as I opened back the portal this morning, January 2, 2025 around 7:30 a.m. to print the grades for a hardcopy submission, I am surprisingly shock that this course mentioned above with offering no. P101 is still unsubmitted.

In line with this, I called the registrar unit to inform them about this technicality, especially that I really reviewed all the grade sheets last Dec 29 and that all were already in their pending status- which means that all were clicked submitted already. Hence, the registrar (c/o Ma'am Leslie) advised me to make a formal letter addressing said concern to OVPAA and Registrar's office to notify said offices regarding this matter and to at least spare me from any violation on late grade submission.

Hope this letter may of information to your good office about my prompt submission of the grades as scheduled.

Thank you.

Very truly yours,


BABYLYN C. LAMBERT
Course Instructor



DEPARTMENT OF ECONOMICS
Visayas State University, Baybay City, Leyte
Email: doe@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1024



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