



June 24, 2022

Dr. Santiago T. Peña

Chairman, Committee on Change of Grades
DVM, VSU
Baybay City, Leyte

Dear Dr. Peña,

This is to request change of grades of the following students:

1. Gloria, Jericho T. BSChem 4
2. Matuguina, Hanna A. BSChem 4

from unsatisfactory rating to INC (Incomplete), in Chem 200a2 (Experimentation) -RT13 enrolled during the first semester SY 2021-2022. I suppose to give them INC grade however, it was lapse in my memory to click the option "unsatisfactory" rating to both of them for the reason that they have not conducted yet their thesis during this period. I did not realize that the experimentation part can be conducted anytime even outside the semester period. It is more fitting then to give them INC instead of the "unsatisfactory" rating for they can complete the course in due time. I would like to admit that this was an honest mistake on my part, my first time ever to commit such an error in my almost 30 years of teaching here in the university.

I hope that this request merits your kind attention on favor of the welfare of these two graduating students.

Thank you so much for your preferential attention on this request.

Respectfully yours,


ALLAN A. RAMAL
Thesis Adviser

Noted:


ELIZABETH S. QUEVEDO
Head, DoPAC