



REQUEST FOR CHANGE OF GRADE FORM

Date: March 31, 2022

DR. EDGARDO E. TULIN
University President

Thru: **SANTIAGO T. PEÑA, JR.**
Chairperson
Committee on Change of Grade

Dear Sir:

Greetings!

I am respectfully requesting for a change of grade of my student. The details are as follows:

Name of Student: Julianne Meg C. Daling Course and Year: BS Met.-1

Department where the subject is offered: NSTP-ROTC

Semester and Academic Year when the subject was taken: 1st Semester A.Y. 2021-2022

Offering Number: X002

Units: 3

Course No. and Course Title: NSTP11r - RESERVE OFFICERS TRAINING CORPS (ROTC)

Class Schedule: Saturday (7:00 – 12:00)

Class Type: ☐ Lecture ☐ Laboratory

Change of Grade Requested: From NA To 2.25

Reason/s for request for change of grade:

It was a clerical error or it was overlooked by previous instructor (LTC Rey A. Auguis) input NA grade into the system instead of 2.25. We authorize Tsg Michu D. Callosa and Mr. Marlon V. Dampios as a representative of LTC Rey A. Auguis. Records show that the computation was 2.25 not NA (Not Attending). Since evidence are in order, the Individual Progress Chart and the Computation of Grades are clear that Ms Julianne Meg C. Daling has a grade of 2.25, may I ask the committee to change the grade of the student.

We are hoping for your kind consideration. Thank you and more power.

REY A. AUGUIS

Signature over printed name requesting professor/instructor

Endorsed by:

Conforme:

TSG MICHU D. CALLOSA
VSU-ROTC Admin NCO

MARLON V. DAMPIOS
Clerk, NSTP Office

NOEL A. CAGASAN
VSU ROTC Commandant
Date signed: _____

JOY A. BELLEN
Director, NSTP Office
Date signed: _____



JUSTIFICATION

March 31, 2022

TO WHOM THIS MAY CONCERN:

THIS IS TO JUSTIFY that the actual grade of Julianne Meg C. Daling base on the record submitted to the NSTP Office and to the Change of Grade committee is 2.25 and not NA (Not Attending). According to the VSU ROTC Admin NCO TSg Michu D. Callaso who is in-charge of the records of the ROTC Students, it was Clerical error or it was overlooked by him when she encodes the grade to the CumulusOne. Maybe also, it was included in the name of other Not Attending students in ROTC in the excel format when she dropdown the Not Attending. The case of Ms. Daling is not the same with other ROTC students with NA or Not Attending because the other students they are only enrolled in Registrar but they did not attend the class in ROTC.

Since evidence are in order, the Individual Progress Chart and the Computation of Grades that we submit are clear that Ms. Julianne Meg C. Daling has a grade of 2.25 and not NA or Not Attending, may I humbly ask the committee for changing the grade of the student.

We are hoping for your positive response. Thank you and more power.


JOY A. BELLEN
Director, NSTP Office