



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

May 7, 2024

Dr. Rotacio S. Gravoso

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

Dear Dr. Gravoso:

This is in relation to the completion of INC grades incurred during the 2nd semester of SY 2022-2023. The deadline was set last April 29 and was later on moved to May 6, 2024 due to the Centennial Anniversary celebration, which needs the participation of faculty and staff.

I forwarded to the concerned students all the reminders sent to us by the university regarding the completion of INC grades and I regularly remind them as well about their obligation. One student, however, only submitted her lacking requirement on the evening of May 6, 2024. She is complying the requirement as an Online Program Student and only submitted her requirement through email without an accompanying completion form.

In this regard, I would like to request your favorable consideration that her completion of INC grade will still be accepted. Below are the details of the student and her supposed grade:

Student Number	Name	Course/Year	Final Grade
22-2-00027	DENONA, MYLENE GRACE CATAHUM	MAgdv/B-AgEcon - 1	2.00

Thank you very much. More power and God bless!

Very respectfully yours,

MARLOM M. TAMBIS
Instructor

Noted:

ZYRA MAY H. CENTINO
Head, DoEcon

Recommending Approval:

LILIAN N. NUNEZ
OIC-Dean, CME

Approved:

PROSE IVY G. YEPES
President



DEPARTMENT OF ECONOMICS

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