



June 21, 2022

BEATRIZ S. BELONIAS
VP for Academic Affairs

Dear Ma'am Belonias,

This letter is intended to present a justification on the change of grade for a student shown below.

Student No.	Student Name	Subject	Sem enrolled	Offering No.	Old grade	New Grade	Remarks
16-1-00373	RAMIS, JEMAIRO SABERON	Mgmt 141 - INTRODUCTION TO PRODUCTION & OPERATION MANAGEMENT	SY 2019-2020 1st Sem	D074	INC	3.00	passed

The student originally obtained a grade of INC and later lapsed upon failing to submit the needed requirements. Upon closer look, the student indeed submitted the requirement to the instructor's Facebook account before the deadline; however, it was stored in the instructor's 'Message Request' function where messages from unknown accounts are screened first.

A change of grade was then requested to update the student's grade. The deliberation was held on 14 April 2021. However, it was agreed to write only a justification letter to update the student's grade. Hoping for your kind consideration.

Thank you for understanding.

Sincerely yours,

GIDEON NIEL D. TAN

Professor/instructor

Date signed: *Gideon*

Noted by:

SANTIAGO T. PEÑA JR.

Chairperson, Committee on Change of Grade

Date signed: _____