



February 20, 2022

**DR. BEATRIZ S. BELONIAS**

VP for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **MS. MARWEN CASTAÑEDA**  
University Registrar

Dear **Dr. Belonias**:

*Greetings of Peace and Solidarity!*

It has come to the Institute of Human Kinetics knowledge that the first-year Bachelor of Science in Forestry students enrolled the PhEd 13 in the first semester of AY 2021-2022 instead of PhEd 11, which is the pre-requisite subject of all other PhEd courses. The University Registrar's Office admitted that it was an honest mistake as they erroneously put PhEd 13 as the PhEd course of the first year on their blocked schedule. The Registrar's office also informed the Institute that the students were already given grades in PhEd 13; thus, it could no longer be reverted/changed. The Institute accepted that the error committed by the Registrar's office was unintentional. More so, URO also informed the Institute of Human Kinetics that the same students mentioned above were enrolled in PhEd 12 this second semester AY 2021-2022, without enrolling in the PhEd 11 first, which is also a pre-requisite of the subject.

Thus, the Institute of Human Kinetics is requesting your good office to respectfully change the enrolled PhEd 12 course of the BSF students to PhEd 11 to align with their approved course checklist. The institute hopes that this incident will not happen again to avoid disrupting the regular offerings of the PhEd courses at the Institute of Human Kinetics.

We are anticipating for your positive response to this request.

Thank you very much and Carpe Diem Amidst the Pandemic.

Truly yours,

**CHARIS B. LIMBO**  
Director, IHK

Noted by:

**BAYRON S. BARREDO**  
Dean, College of Education

Approved:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs