



Sept 08, 2022

Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Visayas State University

Dear Ma'am:

Good day to you and your office.

This letter is in response to the complaint filed by the following students regarding their INC grades for PhSC 105.2 Inorganic Chemistry laboratory during the 2nd Semester of SY 2020-21:

1. Angelie L. Malda – BSEd Sci II
2. Steward Paul D. Toñares – BSEd Sci II
3. Niño Carl P. Parado – BSEd Sci II
4. Rhea R. Pejoto – BSEd Sci II
5. Maria Theresa N. Sabino – BSEd Sci II

Pertaining to the contents of their letter, I would like to highlight three points of arguments:

1. **In their complaint letter they stated, "Upon the completion, we assumed that our grades would be recomputed and was being processed since we are able to enrol the pre-requisite subject".** This is not accurate because I have not confirmed to them that their output is acceptable nor have given them their recomputed grades. Perhaps, they were able to enroll because of the academic ease policy and that (during this time) they were still allowed to complete their INCs. Please see **Attachments A.1 to A.5** about my email correspondence with these students. The subject's learning platform was in MOODLE (VSUEE) and so the required outputs and reports were submitted in VSUEE. This also means that the students knew what were their pending outputs, as well as the deadlines, because they were notified via their respective email through VSUEE.

As a matter of fact, these students did not bother to communicate with me about complying their INCs incurred in the 2nd Sem of SY 2020-21, up until I emailed them on Jan. 25, 2022 since I have not received any communication with them in any messaging platform (not in moodle, not in FB messenger, not in email, nor in cellular calls). One semester has passed, and we only started communicating maybe because I have sent them an email about their INCs (Jan. 25, 2022). The way I have read the students' complaint letter, it seems that they think I'm at fault with what happened. I understand their sentiments, but I have all my intentions of helping them during the time that they responded to my email and even in the last week of July 2022 when they consulted me personally. Based on the email correspondence, I have summarized the important information to answer their claim that they have been sending me emails. Kindly see the table on the next page:

Table 1. Summary about the progress and dates based on the email correspondence

Student Name	Lacking Requirements	Date of follow up email (from me)	Last Date of student response	Outputs submitted via email
(1) Angelie Malda	Prelim Report & Lab Report	Jan. 25, 2022	Feb. 10, 2022	Prelim report & lab report (Feb 10, 2022)
(2) Steward Toñares	Lab Report	Jan. 25, 2022	Feb. 08, 2022	Lab Report (Jan 26, 2022)
(3) Niño Carl Parado	Prelim Report & Removal Exam	Jan. 25, 2022	Feb. 10, 2022	Prelim Report (Feb 10, 2022)
(4) Rhea Pejoto	Prelim Report & Removal Exam	Jan. 25, 2022	Feb. 08, 2022	Prelim Report (Feb 7, 2022)
(5) Maria Theresa Sabino	Prelim Report & Lab Report, & Removal Exam	Jan. 25, 2022	NA	NA

* red fonts = students did not submitted/ comply to these requirements

As seen on the email exchanges (**Attachments A.1 to A.5**), I have never confirmed to them if their outputs were acceptable nor acknowledged to them that I will be recomputing their grades. In fact, I told them to do a follow up with me as I need to check first their submissions and at that time, I was busy with finalizing the grades for 1st sem SY 2021-22, the upcoming enrollment (academic advising) and preparation of moodle classroom and learning materials for the incoming 2nd semester SY 2021-22. In some of the email correspondence (**Attachment A.2, A.3, & A.4**), I even told them a target date to do a follow up with me. I have not received any emails from most of them around the instructed target date for the follow up. Here is a summary:

- Ms. Malda submitted her output via email on Feb.10, we had a few email exchanges and I told her to give me some time to check her output. Her last email was Feb 10, 2022 when she submitted her output.
- The target date I said was Feb 22 for Mr. Toñares and Ms Pejoto. Both of them did not send any email follow up within the advised date, and the last email they sent was only on Feb. 08, 2022 acknowledging my response to them. (**Attachments A.2 & A.4**)
- For Mr. Parado, I told him to do a follow up email on the 2nd week of February 2022 during his email on Jan. 28, 2022. Mr. Parado instead submitted his output via email on Feb. 10, 2022. (**Attachment A.3**)
- I received no response from Ms. Sabino after my email on Jan. 25, 2022. (**Attachment 1.5**)

My point in laying out these events is to clarify their claim that they have "assumed" completion of their grades upon submission of their outputs via email. As teachers and instructors, we all know that we need to verify and check the outputs before we can recompute the grades and confirm to the students that they have completed their lacking requirements. Submitting the lacking requirements does not mean that you have complied with the INC unless the instructor acknowledges your submission and states your recomputed grade. It's clear that in their complain letter, they are putting me at fault about their pending INCs. Again, I understand their sentiments but I would rather say that both parties have inadequacies. Students have their own reasoning on

why most of the time they can't communicate with their instructors and I respect that since I cannot verify the truth of every reasons. However, as a student and since you are at the bargaining end, it is by default that you should make necessary actions to contact or talk with the instructor about your concern. If email does not work then call the telephone number or contact number or search FB messenger to establish communications. If there is a will, there is a way.

On my part, I completely accept that I have failed to give feedback on the status of the submitted requirements whether acceptable or not. For this I deeply apologize. I would like to reserve my explanation of why I was not able or I missed out on giving them feedbacks in my second point below.

2. Issue of plagiarism in the submissions of my students under PhSc 105.2 during 2nd Sem of SY 2020-21.

The time that I'm reviewing my email correspondence with these students, I realize my inadequacy which is in not giving them feedback about the submitted prelim and laboratory reports via email. I tried recalling what happened. Is it because I was so busy and forgot their emails? Maybe, but I always make sure to respond to student emails even during weekends. I tried recalling what might have happened. So, I reviewed the outputs of Ms. Malda and Mr. Toñares, and I recall back that these groups of students were doing plagiarism in some of their submitted works and this bad practice was recurring. It was not just limited to them but some students across the two sections have copycat reports. I did my part in censuring this issue, constantly reminding them about the classroom policy during online sessions and applying point deductions. I reminded them that integrity is one of the core values in the university. Plagiarising your work for the sake of submission and beating the deadline is not valid whatever reasons you may have. Let me give you an example of the laboratory reports by Ms. Malda and Mr. Toñares (**please see Attachment B**).

At that time, I'm not sure if Turnitin (plagiarism check) plug-in is already available in VSUEE but I'm sure I was not using it for my MOODLE classroom in PhSc 105.2. Hence, there was no faster way to detect for similarity and plagiarism but to either use a licensed Grammarly account or manually do it. In my case, I did it manually. Ms. Malda was enrolled in a separate offering number under R155 while Mr. Toñares was under R157, and yet their submitted laboratory reports have the same words and sentences even in the conclusion part of the report (**please see Attachment B**).

Perhaps, that time that I have read the students' prelims and laboratory reports that were submitted via email, I encountered plagiarism again which may have made me emotional. I may have been irritated by their actions or unmotivated to even respond to their emails since I have experienced a lot of these instances during 2nd sem of SY 2020-21 in the same subjects and with the same students. Maybe I was thinking that I have already made the initiative to contact them about their INCs which they did not bother at all, and now they will submit a plagiarized output? I know that being emotional is being unprofessional, but these may have hit my ceiling back then. My coping mechanism may have been to not respond nor give feedback to the submitted output. I may have tried testing if they will have the effort to contact me again, which they did not do up until they visited me during the summer term in the last week of July 2022.

3. Inaccurate date about their personal consultation to me at DoPAC. They stated in their complain letter "As summer class started on July 4, 2022, we grabbed

the opportunity to approach Mr. Atoz Vasquez personally at his office", but they only reached out to me at the last week of July 2022 when I was busy with the deployment of our interns at DoPAC". (See attachment C)

Allow me to narrate what happened in July up to August 2022. There were five (5) students who signed the complaint letter but truthfully only three (3) students visited me at the office on the last week of JULY 2022. I talked to each one of them. They were emotional and some were already crying. In my intention to help and out of pity, I told them to verify with registrar if the completion form will still be accepted since an extended deadline was set on July 15, 2022. I told them that if the answer is no, they should come back to me and we will discuss. It was purely an intention to help and I was even willing to give them grades immediately including one student, Mr. Parado in particular, who has yet to take his removal exam. I would be processing the completion of their grades if they could confirm to the registrar that their INC forms will still be accepted. So, I told them to come back once they get feedback from the registrar's office. I remember telling them that I'm not in the office on Friday (July 29, 2022) because of official travel activities related to the internship (*see attachment D*).

A week later (August 08, 2022), the same 3 students (Ms. Malda, Mr. Toñares, and Mr. Parado) visited me at the office bringing along with them blank completion forms (INC forms). I did not bother asking them where they got the blank INC forms but I immediately assumed that they were given as a go signal that the registrar will accept their documents. Previously, I also had a student who complied an INC beyond the July 15, 2022 deadline, she asked the registrar for confirmation and she was able to get her completed grade in the student portal. So, I assume the same scenario will happen to these 3 students.

I talked to each one of them, confirmed their deficiencies and told them a recomputed grade. I even gave them advised that they need to learn a lesson from what happened so that they will avoid doing it again. My intention was to help these students. I told them to fill out the details on the blank INC form and I filled out their recomputed grades then signed the form. According to the log book records, Mr. Parado, Mr. Toñares and Ms. Malda processed their INC forms on August 8, 2022 (*see attachment C*).

Based on these records (*Attachments C and D*), it is hard to believe that all of the five (5) students have consulted me on July 04, 2022. Only three (3) students, namely- Mr. Parado, Mr. Toñares and Ms. Malda, consulted with me but it was on the last week of July 2022 and not on July 04, 2022. They went back to me on Aug. 08, 2022, after I advised them to verify with the registrar if the INC form will still be accepted. We immediately processed the INC forms on the same day (Aug. 8, 2022) when they brought with them the blank INC forms and I assumed that these students who had INC forms with them was a go signal that the forms will be accepted later on.

The next day, the three INC forms of Mr. Parado, Mr. Toñares and Ms. Malda were sent back to the department. There was a note but I forgot what exactly was the word. All I know is that it had the same meaning as returned, declined or denied. I gave back these denied INC forms to the 3 students.

I initiated contact with the two of them, Mr. Toñares and Ms. Malda, via FB messenger on Aug 9, 2022 to inform them about the progress of their denied INC forms. I told them to talk to me personally about it the next day. I even sent them messages in FB messenger (*see attachment E, I have our whole chat history in FB messenger. I just put a snippet in the attached file. I can provide our whole*

conversation with permission from both parties). I told Mr. Toñares in the FB chat that their INC forms were sent back to the department. I confirmed if he had asked registrar prior to the submission. He replied and asked why the forms were not accepted. I told him that complying of INC is only until 2nd sem SY 2021-22, then I asked again if they confirmed to registrar prior to the submission. He responded that they did not confirm with registrar and asked instead if they will retake the subject. I told him again that the form was sent back to the department. He replied if it is sure that they can't comply their grade. I responded that it is the registrar's policy. This conversation was done on Aug.09, 2022. I only provided a snippet of the FB chat as seen in **Attachment E**.

I was not able to find the FB messenger account of Mr. Parado but I did find the account of Ms. Malda. I also sent her the same message that I sent to Mr. Toñares, telling her that the INC form was sent back to the department and confirming if they have confirmed with registrar prior to sending the form. I received a thumbs up emoticon as her response that day. I sent another message to her on Aug.11, 2022 (**Attachment E**). Based on the reactions of the two students that I chatted in FB, I already have an idea of what is happening but still I believed their emotions and words during the time that they have consulted with me on the last week of July 2022.

The next day, on Aug. 10, 2022, Mr. Toñares arrived at the office around pass 9 in the morning. He was perspiring, looking like one that was running for quite some distance. So, I talked to him, greeted him and told him what was going on. He said that he came back from the registrar's office and he was told to provide an evidence about his submission of the lacking requirements for the subject. He told me that once he can provide this evidence then the registrar might consider the request. However, he said that all his emails were deleted and that he can't provide the evidence. In my intention to help, I offered him help by printing a copy of our email correspondence in my VSU email inbox. He immediately left after I handed the document. An hour later, the other two students arrived, Mr. Parado and Ms. Malda. I told them that Mr. Toñares went to the registrar's office and that the registrar told him to provide evidence of the submitted requirements. In my intention to help, I provided them a printed copy of the email correspondence that was left in my VSU Gmail inbox. It was near noon that day and someone called the department looking for me over the phone. When I answered it, the one calling was the academic adviser of Mr. Toñares. The academic adviser told me that he has evidence that his advisees have submitted their output (he was not aware that I provided his advisees with the printed copy of the email correspondence). We had several exchanges but at the end I told him to let his students talk to me again so that we can settle the issue. In the afternoon, four students went to my office – the 3 students who consulted me before and 1 new student who I just met that day (Ms. Pejoto). I started asking them what is happening and it seems that its becoming very complicated. I confronted Mr. Toñares first, and he told me emotionally that he was lying about them going to registrar and asking about confirmation if their INC forms will be accepted. He said that they never went to the registrar ever since they've consulted me on the last week of July 2022. And so, everyone started being emotional and some were crying. I was naturally angry because I felt being set-up with this whole charade and back stab for trusting them. But of course, I have to be objective and I advised them that lying will not solve anything. They were highly emotional but I still tried comforting them despite the fact that they've already lied to me. I felt pity for them, so I advised them to go to registrar this time for real and consult them face-to-face about their concern because the

deadline for their INC has been set already. Later in the meeting, Ms. Sabino came (this was the first time we met) and I told her to go with her classmates. Later that day, I kept in contact with them through FB messenger. Even in the following days I tried sending them messages of encouragement. The last day I sent chats to Mr. Toñares was on Aug. 17, 2022, while it was Aug. 16, 2022 for Ms. Malda. A week later, I received their complain letter.

I was going over with what happened, and I think I have again taken the wrong move in assuming and trusting the students that they have confirmed with the registrar about the acceptance of their lapsed INC forms. All I can say in my defense was that I was also busy that time contacting, finalizing MOA, and coordinating with agencies and private industries about the internship of our BS Chem majors (summer term internship).

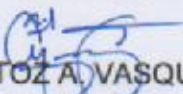
If I have to summarize how the students handled their concern, I would say that they lack the part on integrity. I have experienced this lack of integrity, while checking their outputs in PhSc 105.2, 2nd Sem of SY 2020-21 as well as during quizzes and exams. In particular, I encountered many plagiarized reports from student submissions. In all honesty, I even forgot about these plagiarized reports during the time that they consulted me in the last week of July 2022. I feel pity for them while they were emotional at that time and because of that I was willing to give them complete grades. However, it became too complicated because they were not telling the truth during our conversation which led me in writing this response to their complain letter. I'm not stereotyping, but it's just frustrating to see that instead of developing a good habit during the distance learning (during the pandemic), some students developed the bad habit of copying. It does not mean that if many are doing it, then it is acceptable. I too have a lesson to learn. I have identified my lapses and I will try to correct it. I need to be more objective in my decisions and should handle my emotions carefully. I have lapses in not giving timely feedback to the submitted outputs and in trusting the students too much. I hope I have clearly stated my side on this issue.

I believe that people will make mistakes, for if not then how can we learn and grow. I think chances can still be given, but lessons should be learned and exemplified. I'm not the one who hold grudges and I try my best to forgive. So, if I may give my idea for a possible action to the issue, I would like to suggest the following opinions:

- Give clarity to the students about the consequences of their actions, if chances will be given to them this time. Instil the importance of integrity and hopefully they can learn the lesson in this experience.
- Re-enroll students to the same subject this upcoming 2nd Semester SY 2022-23. Allow subjects that need PhSc 105.2 as pre-requisite subject to remain valid (I'm not sure if this can be done or how to do it). If they opt for me to teach the subject again, I'm okay with it.

Thank you for your patience in reading this detailed letter. God bless you.

Respectfully yours,


ATOZ A. VASQUEZ
Instructor 1

ATTACHMENT A.1
(Email Correspondence with Ms. Malda)



Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Final Grade for PhSc 105.2 - Inorganic Chem Lab

5 messages

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: angelielapiceros@gmail.com

Tue, Jan 25, 2022 at 2:22 PM

Hi Angelie,

This is to inform you that you got the INC grade for the subject PhSc 105.2. The reason for this is that you have a missing output that you have yet to submit, here are the details:

- (1) Prelim Report for Exercise #7
- (2) Lab Report for Exercise #7

In this regard, you may contact me through my email if you have any questions. *Please comply by submitting these reports as soon as possible so that we can recompute your final grade* and do the necessary steps to have your grade completed with a mark. You may submit it here via email.

Take care.

Cheers,
Atoz A. Vasquez
Instructor I
Dept of Pure & Applied Chemistry
VSU

ATTACHMENT A.

Angelle Malda <angelielapiceros@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Mon, Feb 7, 2022 at 4:11 PM

Good day, Sir!

Sir machange tomorrow ako grade if this evening ko mupass? Thank you and God bless po.

[Quoted text hidden]

[Quoted text hidden]



VISAYAS
STATE UNIVERSITY



Management
System
ISO 9001:2015

www.tuv.com
ID: 8108002440



Visca, Baybay City, Leyte
Philippines 6521-A

Website: vsu.edu.ph | Phone: +63 53 565 0600 • VOIP Directory

Emails: op@vsu.edu.ph (Office of the President) | registrar@vsu.edu.ph (Office of the Registrar) | mediateam@vsu.edu.ph (University Integrated Media Center)

Got comments, complaints, or suggestions? You can send them anonymously through this form or email customerfeedback@vsu.edu.ph
You can also submit special feedback for Registrar, Library & Student Services • Enrollment Satisfaction & Flexible Learning • Admissions

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

This email is confidential and may also be legally privileged, intended for use of the recipient/s addressed herein. If you have received this email in error, please notify the sender and delete it immediately. If you are not the intended recipient, you cannot disclose, copy, distribute, or take any action in reliance to the contents of this email.

Angelie Malda <angelielapiceros@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Mon, Feb 7, 2022 at 5:22 PM

Sir I'm begging you po.
[Quoted text hidden]



Screenshot_20220207-154825.jpg
173K

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: Angelie Malda <angelielapiceros@gmail.com>

Tue, Feb 8, 2022 at 1:59 PM

Hi Angelie,

You have to give time to check your outputs and then we have to process your INC so it's not an easy process to do (I'm referring to your statement asking me if I can change your grade overnight). We also need to have it approved at the Department, then at the college then at the registrar's office.

Let me know if you have further questions.

Cheers,
Atoz A. Vasquez
[Quoted text hidden]

Angelie Malda <angelielapiceros@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Thu, Feb 10, 2022 at 11:35 PM

Good evening, Sir. I am deeply sorry for my statement, Sir.



Virus-free. www.avast.com

[Quoted text hidden]

Submission of my lacking prelim and lab reports no. 7

1 message

Angelle Malda <angelielapiceros@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Thu, Feb 10, 2022 at 11:48 PM

Dear Sir :

Good evening!

I am Angelie L. Malda, a BSEd-Science 2 student. Attached to this email is my lacking outputs for prelim and lab rep no. 7. Thank you.

Respectfully,
Angelie L. Malda
BSEd-Science 2



Virus-free. www.avast.com

2 attachments



Exercise #7_Prelim_Malda.docx
23K



Exercise #7_Lab_Report_Malda.docx
23K

ATTACHMENT A.2
(Email Correspondence with Ms. Toñares)



Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Final Grade for PhSc 105.2 - Inorganic Chem Lab

6 messages

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: drawetssteward@gmail.com

Tue, Jan 25, 2022 at 2:50 PM

Hi Steward,

This is to inform you that you got the INC grade for the subject PhSc 105.2. The reason for this is that you have a missing output that you have yet to submit, here are the details:
(1) Lab Report for Exercise #3

In this regard, you may contact me through my email if you have any questions. ***Please comply by submitting these reports as soon as possible so that we can recompute your final grade*** and do the necessary steps to have your grade completed with a mark. You may submit it here via email.

Take care.

Cheers,
Atoz A. Vasquez
Instructor I
Dept of Pure & Applied Chemistry
VSU

ATTACHMENT A.

Steward Paul Toñares <drawetssteward@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Wed, Jan 26, 2022 at 12:43 PM

Thank you Sir, I was pretty sure I submitted completely. Sorry for the trouble Sir. I attached my missing requirement below.

[Quoted text hidden]

[Quoted text hidden]



VISAYAS
STATE UNIVERSITY



Management
System
ISO 9001:2015
www.tuv.com
ID 3100052740



Visca, Baybay City, Leyte
Philippines 6521-A

Website: vsu.edu.ph | Phone: +63 53 565 0600 • VOIP Directory


Emails: op@vsu.edu.ph (Office of the President) | registrar@vsu.edu.ph (Office of the Registrar) | mediateam@vsu.edu.ph (University Integrated Media Center)

Got comments, complaints, or suggestions? You can send them anonymously through this form or email customerfeedback@vsu.edu.ph
You can also submit special feedback for Registrar, Library & Student Services • Enrollment Satisfaction & Flexible Learning • Admissions

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.


This email is confidential and may also be legally privileged, intended for use of the recipient/s addressed herein. If you have received this email in error, please notify the sender and delete it immediately. If you are not the intended recipient, you cannot disclose, copy, distribute, or take any action in reliance to the contents of this email.

 **Exercise_3_Prelim_(Toñares).docx**
15K

Steward Paul Toñares <drawetssteward@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Wed, Jan 26, 2022 at 2:01 PM

[Quoted text hidden]

 **Exercise_3_Lab_Report_Toñares.docx.docx**
61K

Steward Paul Toñares <drawetssteward@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Mon, Feb 7, 2022 at 8:27 PM

Good evening Sir, I am one of your students that is INC. I have already submitted my lacking requirement Sir. Thank you.
God Bless

[Quoted text hidden]

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: Steward Paul Toñares <drawetssteward@gmail.com>

Tue, Feb 8, 2022 at 1:55 PM

Hi Steward,

I need to check the outputs you submitted, but unfortunately, I don't have the leisure of time right now. We are busy with the enrollment and preparation of subjects this second semester.

Please send a follow-up email by Feb 22 regarding this matter. According to the records, you have a passing grade but I need to give you INC since you were not able to submit some of the required outputs.

Take care.

Cheers,
Atoz A. Vasquez

[Quoted text hidden]

Steward Paul Toñares <drawetssteward@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Tue, Feb 8, 2022 at 8:42 PM

Thank you for your email Sir. I completely understand Sir
[Quoted text hidden]

ATTACHMENT A.3
(Email Correspondence with Mr. Parado)



Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Final Grade for PhSc 105.2 - Inorganic Chem Lab

6 messages

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: shenperez4205@gmail.com

Tue, Jan 25, 2022 at 2:46 PM

Hi Carl,

This is to inform you that you got the INC grade for the subject PhSc 105.2. The reason for this is that you have a missing output that you have yet to submit and you also got a low score in the final exam, here are the details:

(1) Prelim Report for Exercise #5

In this regard, you may contact me through my email if you have any questions. **Please comply by submitting these reports and take a removal exam as soon as possible so that we can recompute your final grade** and do the necessary steps to have your grade completed with a mark. You may submit it here via email.

Take care.

Cheers,
Atoz A. Vasquez
Instructor I
Dept of Pure & Applied Chemistry
VSU

Niño Carl Parado <shenperez4205@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Fri, Jan 28, 2022 at 5:55 AM

Good day Sir!

I am Niño Carl P. Parado of BSEd-Science 2, may I know if I when I can take removal exam for this subject?

Thank you and God bless Sir.

[Quoted text hidden]

[Quoted text hidden]



VISAYAS
STATE UNIVERSITY



Management
System
ISO 9001:2015
www.tuv.com
ID: 0100000748



Visca, Baybay City, Leyte
Philippines 6521-A

Website: vsu.edu.ph | Phone: +63 53 565 0600 • VOIP Directory

Emails: op@vsu.edu.ph (Office of the President) | registrar@vsu.edu.ph (Office of the Registrar) | mediateam@vsu.edu.ph (University Integrated Media Center)

Got comments, complaints, or suggestions? You can send them anonymously through this form or email customerfeedback@vsu.edu.ph
You can also submit special feedback for Registrar, Library & Student Services • Enrollment Satisfaction & Flexible Learning • Admissions

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

This email is confidential and may also be legally privileged, intended for use of the recipient/s addressed herein. If you have received this email in error, please notify the sender and delete it immediately. If you are not the intended recipient, you cannot disclose, copy, distribute, or take any action in reliance to the contents of this email.

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Fri, Jan 28, 2022 at 3:00 PM

To: Niño Carl Parado <shenperez4205@gmail.com>

Hi Niño,

Could you follow it up with me by 2nd week of February? Busy pa this week finalizing the grades and checking outputs.

Cheers,

Atoz A. Vasquez

[Quoted text hidden]

Niño Carl Parado <shenperez4205@gmail.com>

Fri, Jan 28, 2022 at 3:03 PM

To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Good day Sir!

Okay po Sir, thank you.

[Quoted text hidden]

Niño Carl Parado <shenperez4205@gmail.com>

Thu, Feb 10, 2022 at 4:01 PM

To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Good day Sir!

I am Niño Carl P. Parado of BSEd- Science 2, attached to this email is my Prelim Report in Exercise#5 on compliance for this subject. In addition, I would like to asked Sir if when can I take the removal exam?

Thank and God Bless Sir.

[Quoted text hidden]



Exercise No5_ Prelim Report_Parado,Niño Carl P.pdf

90K

ATTACHMENT A.4
(Email Correspondence with Ms. Pejoto)



Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Final Grade for PhSc 105.2 - Inorganic Chem Lab

5 messages

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: pejotorhea@gmail.com

Tue, Jan 25, 2022 at 2:47 PM

Hi Rhea,

This is to inform you that you got the INC grade for the subject PhSc 105.2. The reason for this is that you have missing outputs that you have yet to submit and you also got a low score in the final exam, here are the details:

- (1) Prelim Report for Exercise #1
- (2) Prelim Report for Exercise #2
- (3) Prelim Report for Exercise #3
- (4) Prelim Report for Exercise #5
- (5) Prelim Report for Exercise #6
- (6) Prelim Report for Exercise #7

In this regard, you may contact me through my email if you have any questions. ***Please comply by submitting these reports and take a removal exam as soon as possible so that we can recompute your final grade*** and do the necessary steps to have your grade completed with a mark. You may submit it here via email.

Take care.

Cheers,
Atoz A. Vasquez
Instructor I
Dept of Pure & Applied Chemistry
VSU

Rhea Pejoto <pejotorhea@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

ATTACHMENT

Dear Sir Atoz:

Good Day. Peace and all good! I am your student from Inorganic Chemistry last sem Sir. Here are my lacking answers for prelim reports Sir. Below are the attached documents. I would like to know as well if I can get a passing grade from this and not take the removal exam anymore. Thank you for making time reading this email. God Bless.

Sincerely,
Rhea Pejoto
BsEd Science II

[Quoted text hidden]

[Quoted text hidden]



VISAYAS
STATE UNIVERSITY



Management
System
ISO 9001:2015
www.tuv.com
ID: 2108000749



Visca, Baybay City, Leyte
Philippines 6521-A

Website: vsu.edu.ph | Phone: +63 53 565 0600 • VOIP Directory

Emails: op@vsu.edu.ph (Office of the President) | registrar@vsu.edu.ph (Office of the Registrar) | mediatoam@vsu.edu.ph (University Integrated Media Center)







Got comments, complaints, or suggestions? You can send them anonymously through this form or email customerfeedback@vsu.edu.ph. You can also submit special feedback for Registrar, Library & Student Services • Enrollment Satisfaction & Flexible Learning • Admissions

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

This email is confidential and may also be legally privileged, intended for use of the recipient/s addressed herein. If you have received this email in error, please notify the sender and delete it immediately. If you are not the intended recipient, you cannot disclose, copy, distribute, or take any action in reliance to the contents of this email.

6 attachments

-  **Pejoto_Prelim 1.docx**
14K
-  **Pejoto_Prelim 7.docx**
14K
-  **Pejoto_Prelim 6.docx**
14K
-  **Pejoto_Prelim 5.docx**
14K
-  **Pejoto_Prelim 3.docx**
14K
-  **Pejoto_Prelim 2.docx**
14K

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>
To: Rhea Pejoto <pejotorhea@gmail.com>

Tue, Feb 8, 2022 at 1:45 PM

Hi Rhea,

I need to check your outputs first and also I have subjects to handle this 2nd semester. In your case, you failed the final exam which means you should take a removal exam. I have to schedule it first but for now, I can't give a definite answer because I'm busy with the enrollment and preparation of subjects this 2nd semester.

You may send a follow-up email this Feb 22 regarding this matter. If you pass or fail that would be up to you, all I can do is give you the chance to have a grade in this subject in line with our VSU policy.

Cheers,
Atoz A. Vasquez
[Quoted text hidden]

Rhea Pejoto <pejotorhea@gmail.com>
To: Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Tue, Feb 8, 2022 at 6:57 PM

Dear Sir:

Thank you for informing me Sir. I will take the removal exam as soon as it is scheduled. I will wait for your schedule Sir to take the exam. Thank you. God Bless.

Sincerely,
Rhea R. Pejoto

ATTACHMENT A.5
(Email Correspondence with Ms. Sabino)



Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

Final Grade for PhSc 105.2 - Inorganic Chem Lab

1 message

Atoz Vasquez <atoz.vasquez@vsu.edu.ph>

To: "Ma. Theresa Sabino" <matheresasabino18@gmail.com>

Tue, Jan 25, 2022 at 2:28 PM

Hi Theresa,

This is to inform you that you got the INC grade for the subject PhSc 105.2. The reason for this is that you have missing outputs that you have yet to submit and you also got a low score in the final exam, here are the details:

- (1) Prelim Report for Exercise #1
- (2) Prelim Report for Exercise #2
- (3) Prelim Report for Exercise #3
- (4) Prelim Report for Exercise #5
- (5) Prelim Report for Exercise #6
- (6) Prelim Report for Exercise #7
- (7) Laboratory Report for Exercise #3
- (8) Output for Exercise #4
- (9) Laboratory Report for Exercise #5
- (10) Laboratory Report for Exercise #6
- (11) Laboratory Report for Exercise #7

In this regard, you may contact me through my email if you have any questions. ***Please comply by submitting these reports and take a removal exam as soon as possible so that we can recompute your final grade*** and do the necessary steps to have your grade completed with a mark. You may submit it here via email.

Take care.

Cheers,
Atoz A. Vasquez
Instructor I
Dept of Pure & Applied Chemistry
VSU

ATTACHMENT

ATTACHMENT B

(Lab reports #7 of Ms Malda & Mr. Toñares)

PhSc 105.2 - INORGANIC CHEMISTRY (LABORATORY)

LABORATORY REPORT

Name: Angelle L. Malda Date Submitted: _____
 Lab Schedule: Monday and Wednesday, 1:00-4:00 Date Performed: _____

Experiment No. 7 Mixtures

I. LEARNING OUTCOMES

1. To distinguish homogeneous from heterogeneous mixtures and to study some properties of mixtures.

II. RESULTS AND INFERENCES

Part A. Separating Mixtures: Phases, Magnetism and Solubility				Inference
Results	Solubility with HCl (soluble/insoluble/slightly soluble)	Solubility with CS ₂ (soluble/insoluble/slightly soluble)		
Fe	1	1	Attracted	Because none of the constituents were dissolved, the iron and Sulphur combination are heterogeneous, resulting in a non-uniform composition. The phases observed are two because the two substances can still be seen clearly. Because one of the compounds is magnetic, we'll have to separate them using the "use the magnet" method. Sulphur was repelled because it is non-metal, whereas iron was attracted because it is metal and magnetic. The metal atoms are no longer bonded to the element because the hydrogen in hydrochloric acid allows the gas to escape, allowing it to dissolve. The iron, on the other hand, did not dissolve in CS ₂ because it lacked the compounds' properties. Because nonmetals react with one another, Sulphur is insoluble in water.
S	1	1	Repelled	
Fe & S (unheated)	2	2	Attracted Sulphur - Repelled	
Fe & S (heated)	2	2	Attracted Sulphur - turned to gas to there's no reaction to magnet	

PhSc 105.2 - INORGANIC CHEMISTRY (LABORATORY)

LABORATORY REPORT

Name: Steward Paul D. Toñares Date Submitted: _____
 Lab Schedule: _____ Date Performed: _____

Experiment No. 7 Mixtures

I. LEARNING OUTCOMES

1. To distinguish homogeneous from heterogeneous mixtures and to study some properties of mixtures.

II. RESULTS AND INFERENCES

Part A. Separating Mixtures: Phases, Magnetism and Solubility				Inference
Results	Solubility with HCl (soluble/insoluble/slightly soluble)	Solubility with CS ₂ (soluble/insoluble/slightly soluble)		
Fe	1	1	Attracted	The mixture of iron and sulfur is heterogeneous because none of the substances dissolved, resulting in a non-uniform composition. Because the two substances can still be seen clearly, the observed phase is two. Because one of the substances is magnetic, we must use the "use the magnet" separation method to separate them. Iron was repelled because it is metal and magnetic, whereas Sulphur was attracted because it is non-metal. Because of the hydrogen that allows the gas to escape, the metal atoms are no longer attached to the element, causing it to dissolve. While the iron did not dissolve in CS ₂ because it lacked the solid compound's property, non-metals react with each other, hence sulfur is insoluble in HCl. Because it possesses the quality of sulfur, sulfur dissolves in CS ₂ . Sulfur dissolves in CS ₂ when not heated because of its sulfur characteristics.
S	1	1	Repelled	
Fe & S (unheated)	2	2	Attracted Sulphur - Repelled	
Fe & S (heated)	2	2	Attracted Sulphur - turned to gas so no reaction to magnet	

Part B. Separating "Congo red-Sodium chloride-Benzonic acid" mixture		(Indicate your inferences for each step: a, b, and c)
Step a. Description of crystal collected in the funnel b. Description of the residue in the evaporating dish c. Description of filtrate	Observation Color: White-Greyish white Odor: Faint, pleasant odor Color: Maroonish-Reddish Odor: Odorless Color: Light Reddish Taste: Salty	a. Sublimation of the aforementioned mixture resulted in the formation of benzoic acid on the side of the evaporating dish. b. The crimson residue in the evaporating dish was caused by the sodium chloride and Congo red that remained after evaporation. c. The filtrate tastes salty due to the sodium present because the Congo red and sodium chloride that was left were combined with water and separated after filtration with activated carbon. The red colour was caused by the addition of activated carbon to the mixture.
Part C: Tyndall Effect		(Indicate your inferences for each step: a, b, c, d, e, f, and g)
Step a. Description of distillate b. Description of residue c. When light was passed on the filtrate before adding silver nitrate d. When 1 drop of AgNO_3 was added to the filtrate	Color Transparent to slightly reddish Taste Salty Light Reddish Slight Salty Indicate your Observations The filtrate was crimson in colour. As light passes through the tube, it takes on a yellow to clear tint. The filtrate began to turn a faint red colour.	a. Because Congo red and sodium chloride were mixed with water in the experiment, these liquids will be separated by distillation. The distillate has a translucent
Part B. Separating "Congo red-Sodium chloride-Benzonic acid" mixture		but it does not when heated because it has already converted to gas.
Step a. Description of crystal collected in the funnel b. Description of the residue in the evaporating dish c. Description of filtrate	Observation Colour: White - Greyish white Odour: Faint, pleasant odour Colour: Maroon - Reddish Odour: Odorless Colour: Light Reddish Taste: Salty	a. The crystal formed on the evaporating dish's side was caused by the sublimation of the solid mixture, which produced benzoic acid. b. The red residue in the evaporating dish was due to the sodium chloride and Congo red that was left from the evaporation. c. The filtrate tastes salty due to the sodium present because the Congo red and sodium chloride that was left were mixed with water and separated through filtration using activated carbon. The red colour that was present due to the addition of activated carbon to the mixture.
Part C: Tyndall Effect		(Indicate your inferences for each step: a, b, c, d, e, f, and g)
Step a. Description of distillate b. Description of residue c. When light was passed on the filtrate before adding silver nitrate d. When 1 drop of AgNO_3 was added to the filtrate	Colour Transparent to slightly reddish Taste Salty Light Reddish Slight salty Indicate your Observations The filtrate was reddish in colour. When light is shone through the tube, a yellow to transparent colour is visible. The filtrate started to turn to pale red.	a. Because Congo red and sodium chloride were mixed with water in the previous experiment, these liquids will now be separated via distillation. The distillate's colour is clear, indicating that it is pure sodium and is relatively salty. b. It was red because there was still Congo red in the mixture and it had no effect on the colour of the

<p>e. When light was passed on the filtrate after adding 1 drop of AgNO_3</p> <p>f. When 5 more drops of AgNO_3 was added</p> <p>g. When light was passed on the filtrate added with 5 drops of AgNO_3</p>	<p>The filtrate remains yellowish in the presence of light, but it contains microscopic silvery particles.</p> <p>The filtrate became a greyish-red colour.</p> <p>When light is shone on the filtrate, which has been mixed with five drops of AgNO_3, the light is no longer visible due to the formation of a white precipitate, which makes the light appear darker.</p>	<p>appearance, indicating that it is entirely sodium-based and naturally salty.</p> <p>b. It was red because there was still Congo red in the mixture, but it had no effect on the color of the distillate because it only stored water.</p> <p>c. When there is no light, pure sodium chloride is colorless. However, because it contains impurities from the Congo red that are still present, the filtrate turns red. However, because the red-colored water absorbed the light, it turned yellow when it passed on.</p> <p>d. The color begins to fade as the chloride ions form a white precipitate of silver chloride.</p> <p>e. The AgNO_3 droplet had little effect on the filtrate, which was still yellowish in the light.</p> <p>f. With the addition of silver nitrate solution, the colour begins to change from greyish to murky red, resulting in an increasing amount of white precipitate of silver chloride.</p> <p>g. As the amount of AgNO_3 supplied increased, so did the number of silver</p>
--	--	--

<p>e. When light was passed on the filtrate after adding 1 drop of AgNO_3</p> <p>f. When 5 more drops of AgNO_3 was added</p> <p>g. When light was passed on the filtrate added with 5 drops of AgNO_3</p>	<p>The filtrate still look yellowish under the presence of light but has small silvery particles in it.</p> <p>The filtrate turned into greyish-red.</p> <p>When light was passed on the tube, the light can be seen clearly anymore due to the white precipitate that was formed making the light look darker.</p>	<p>distillate because it merely stores water</p> <p>c. Pure sodium chloride is colorless, but because it contains impurities due to the Congo red that is still there, the filtrate was crimson when no light was present, but when the light was passed on it turns to yellow since the light was absorbed by the red-colored water</p> <p>d. The colour begins to fade as a result of the chloride ions forming a white precipitate of silver chloride.</p> <p>e. The droplet of AgNO_3 did not affect the filtrate making it still look yellowish under the presence of light</p> <p>f. As the silver nitrate solution is added, the colour begins to turn greyish and cloudy red, forming a white precipitate of silver chloride of a rapid rate.</p> <p>g. This is because the number of silver chloride precipitates has increased as the amount of AgNO_3 supplied has increased.</p>
--	---	--

III. CONCLUSION

Following the series of activities, it is possible to conclude that different mixtures (homogeneous and heterogeneous) can be separated in different ways (chemically and physically), depending on their properties. And, in some cases, the separation process can result in the formation of two or more distinct substances.

	chloride precipitates
--	--------------------------

III. CONCLUSION

Following the experiment, it is possible to conclude that different mixtures (homogeneous and heterogeneous) can be separated in various ways (chemically and physically) based on their properties. And there are times when the separation process results in the formation of two or more distinct compounds.

PAGE 4 (Ms. Malda, R157)

Plagiarism still observed in the conclusion for both students. Kindly check the conclusion of Mr. Toñares (R155) from the previous page (PAGE 3). Ms. Malda has the lacking laboratory report for experiment #7 while Mr. Toñares was able to submit this before the end of semester.

ATTACHMENT C
(Copy of my Official Travel on July 29, 2022)

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

TRAVEL REQUEST / ORDER

(For Faculty)

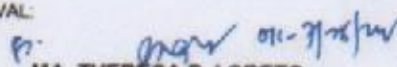
July 28, 2022
Date

Name : **ATOZ A. VASQUEZ**
Designation : **Instructor 1**
Destination : **Tacloban City (DOST R8)**
Date of Travel : **July 29, 2022**
Purpose : **Coordination meeting for Internship training & discussion of Memorandum of Agreement (MOA)**

Total Expenses: _____
Source of Funds: _____
Transportation: ☐ Public Vehicle

Noted/Verified:

ELIZABETH S. QUEVEDO
Office Head/Immediate Supervisor

RECOMMENDING APPROVAL:

MA. THERESA P. LORETO
College Dean

In-charge of funds (If other than the
Dept/Office Head)

N/A

N/A

VP for Research & Extension Vice Pres. For Academic Affairs

APPROVED:

EDGARDO E. TULIN
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

**CHECKLIST OF DOCUMENTS TO SUPPORT REQUEST
TO GO ON TRAVEL (please check):**

- ☐ Medical Clearance from the VSU Infirmary that the employee have no symptoms of Covid 19
- ☐ Invitation from the organizer of the activity/conference/meeting (if applicable)
- ☐ Certification from the organizer that social distancing and other health/hygiene protocols against Covid 19 will be observed for the duration of the activity (if applicable)
- ☐ Quarantine passes issued by the destination LGU and if possible, together with passes from LGUs enroute to the destination
- ☐ Strong justification from the requesting party duly endorsed by the immediate supervisor on the necessity and urgency of the trip and commitment of the requesting party to religiously comply with health/hygiene protocols during the trip
- ☐ Waiver from the employee concerned that he/she is willing to undergo self quarantine for 14 days, while he/she will be on work from home scheme
- ☐ Approved list of outputs between supervisor and employee to be delivered/accomplished during his/her 14 days work from home scheme
- ☐ Clearance issued by the Nurse on duty 30 minutes prior to travel should be submitted to the guard on duty before allowing vehicle to go out of campus

Certified Correct:


ATOZ A. VASQUEZ
Name of Travelling Employee

Noted/verified except Clearance from Nurse :

Name of Office Head/Supervisor

ATTACHMENT

ATTACHMENT D
(Log Book Records for FM-REG-20, Completion forms)

INC form of the 3 students (Mr. Parado, Mr. Toñares and Ms. Malda) were processed on Aug. 08, 2022

FM-REG-20

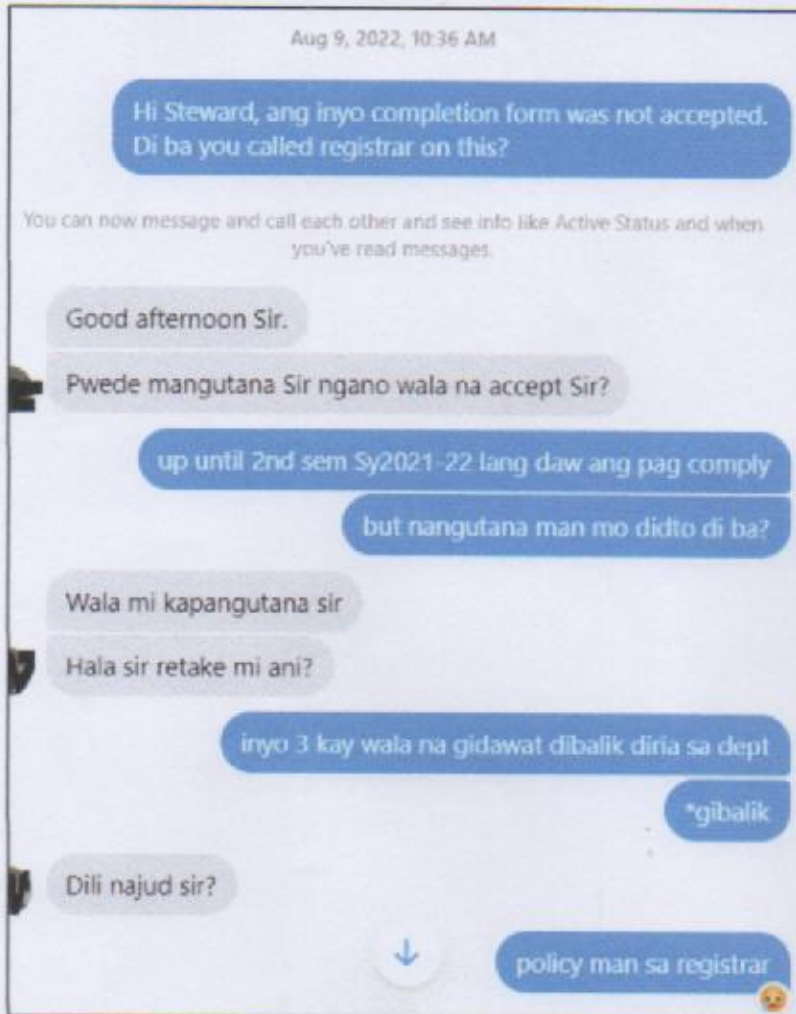
Grade Completion

8/7	22	91	NMA	Apelco		
		72	AAV	Parado, Kipo Carl	Phis 10.1	RNT
		73	AAV	Toñares, Edward Paul		
8/8		74	AAV	Malda, Angeles		
		75	NMA	Apelco, John		
8/9		76	MHA/SA		Chem 12.1	R 102
		77		Gonzalez, Juli	Chem 12.1	R 102
		78		Pera, Julie	Chem 12.1	R 102
		79		Lizondo, Cherry Joe	Chem 12.2	R 102
8/10		80	MHA	Cabrera, Karol		
		81		Bonguet, Angeles		
		82		Saura, Henry Joe		
		83		Salcedo, Jan Gary	Chem 12.2	R 102
8/16		84		Aradani, Kyla Maria	Chem 12.2	R 102
		85		Salcedo, Zafford L	Chem 12.2	R 102
		86	YAS	Palacios, Phil Jose	Chem 11.7	
8/17		87	MHA	Blanco, Mayra	Chem 12.2	R 102
		88	MHA	Alfaro, Lora Joe	Chem 12.2	R 102
		89	AAV	Salcedo, Cheryl Joe	Chem 12.2	R 102
8/18/22		90	AAV	Gertrud, Myla Joe	Chem 12.2	R 102
8/19		91	MHA	Vazquez, Ma. Chapa	Chem 12.2	R 102
		92	MHA	Mosk, Mar Ray	Chem 12.2	R 102
8/23		93	AAV	Saguna, Joseph David	Chem 12.2	R 102
8/24		94	MHA-MHA	Salcedo, Phil	Chem 12.2	R 102
8/25		95	MHA	Rosendo, Luis S.	Chem 12.2	R 102
8/26		96	MHA	Arce, See Neil	Chem 12.2	R 102
		97		Malaver, Mary Joe	Chem 12.2	R 102
		98		Concepcion, Cheryl	Chem 12.2	R 102
		99		Harold, Judy L.	Chem 12.2	R 102
8/31		100	YAS	Nacional, Ruben Andres	Chem 14.1	R 102
September	1	101	JN Palmon	Pena, Deborah D.	Chem 10.2	R 102
		102	JN Palmon	Libay, Kyla Grace	Chem 12.1	R 102
		103	JN Palmon	Barla, Kate Myriam H.	Chem 12.1	R 102
		104	YAS	Bañon, Missy	Chem 14.1	R 102
		105	MHA	Benitez, Karol	Chem 12.1	R 102

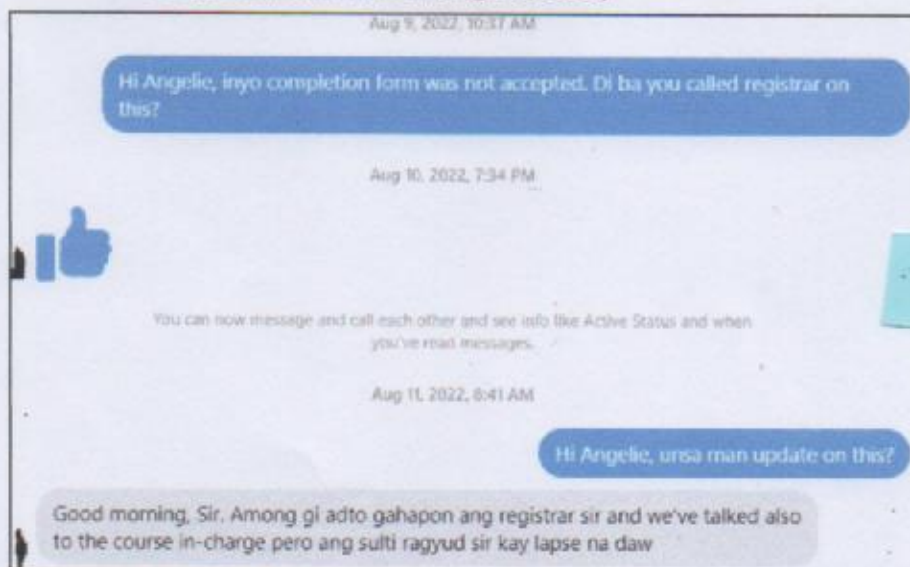
ATTACHMENT

ATTACHMENT E
(Snippets of FB messenger chats)

FB Chat with Mr. Toñares (Aug. 09, 2022)



FB Chat with Ms. Malda (Aug. 09, 2022)



ATTACHMENT