



September 8, 2022

Dr. Santiago T. Peña
Chairman, Change of Grade Committee
Visayas State University
Visca, Baybay City

Dear Sir:

Good day!

I am writing to request the change of grade of my student, Ms, Wendelyn D. Batiquin, from INC that supposedly already lapsed last July 15, 2022, to 2.75 for her ABMg subject taken last second semester of academic year 2020-2021.

The student was able to submit her revised output just a few weeks after deadline during the previous academic year. The submission should have improved her grade from INC to a passing grade but at the time I really thought that I can receive a completion form from the student. I told the student that she had to initiate but I received no follow-up except around this time that it has already lapsed. But it actually happened at the height of the pandemic and the student had very limited opportunity to work on it physically. I also forgot to remind the student that her INC can lapse at a certain period.

As it is also my responsibility to change the grade regardless if the student had done a follow-up or not after her submission of the improved outputs, please just allow me to change her grade. Her grade is already 2.75 after the new computation.

Thank you so much for your consideration.

Very truly yours,

MARLON M. TAMBIS
Affiliate Faculty

Endorsed:

MARIA HAZEL I. BELLEZAS
Head, DoEcon

MOISES NEIL V. SERINO
Head, CME