

February 12, 2024

Dr. Beatriz S. Belonias

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

Dear **Dr. Belonias**,

Greetings of peace and prosperity,


I am writing to formally request a change in Mr. Rolando O. Baquilod, Jr.'s grade for the subject AgEx 132 during the second semester of the 2018-2019 academic year.

Upon reviewing the academic records for the semester mentioned above, I discovered an oversight was made during the encoding process. This resulted in Mr. Baquilod receiving a final grade of 3.25 in AgEx 132 instead of the automatic failing grade 5.00 that should have been assigned. I deeply regret this error and take full responsibility for the oversight.

Considering the aforementioned factors, I kindly request that Mr. Baquilod's grade for AgEx 132 be revised from 3.25 to 5.00.

Thank you for your attention to this matter. I greatly appreciate your time and consideration in reviewing this request and rectifying the grading error. Once again, I apologize for any inconvenience caused by this oversight. Thank you for your understanding and cooperation. I look forward to a positive resolution to this matter.

Yours sincerely,



MAREJEN A. VILLAREMO
Instructor, Eco-FARMI

Approved:

BEATRIZ S. BELONIAS

Vice President for Academic Affairs