



**VISAYAS**  
STATE UNIVERSITY



**NATIONAL SERVICE  
TRAINING PROGRAM**

~~14 Sept.~~  
16 August 2023

**GUIRALDO FERNANDEZ**  
University Secretary/Board Secretary  
Visayas State University

Attention: **SANTIAGO T. PEÑA, JR.**  
Chairperson  
Committee on Change of Grade

Dear Dr. Fernandez:

This is to request for the change of grade of Mr. Leo Angelo M. Lacaba from NA to 2.25. The said student call my attention of the misrecorded grade in the student portal. After the review the actual grade is 2.25. This lapse is purely unintentional. It was because of lack of familiarity of our online grading system of which I clicked the wrong input. Rest assured, in our record, we have carefully recorded and computed this students' grade.

We are humbly hoping for your kind consideration. Thank you and more power.

Sincerely,

  
**NOEL A. CAGASAN**  
ROTC Commandant

Noted:

  
**JOY A. BELLEN**  
Director, NSTP Office

Approved:

**GUIRALDO FERNANDEZ**  
University Secretary/Board Secretary