



Visayas State University

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Office of the President


23 March 2012

MEMORANDUM NO. 132
Series of 2012

T O: Mrs. Linda N. Mariscal
University Registrar

R E: Change of Grade of Mr. Marvin C. Tapic in HRTM 199

Please be informed that the request of Dr. Elena Cabilar to change the grade of Mr. Marvin C. Tapic in HRTM 199 enrolled in the 1st Semester, SY 2011-2012, which was endorsed by the Change of Grade Committee, from **NOT ATTENDING to 2.75** is approved per UAC Referendum routed to all UAC Members last Tuesday, March 20, 2012. In this connection, your office is hereby directed to make the necessary correction in his school records.


for JOSE L. BACUSMO
President *orc 3/23/12*

cc: OVPI
OUS
CME
DCHM
Records
File



VISAYAS STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University
and of the Board of Regents

23 March 2012

Dr. Jose L. Bacusmo
University President
Visayas State University System
Visca, City of Baybay, Leyte

Through: **Dr. Oscar B. Posas**
Officer-in-Charge

Mr. President:

Please be informed that this Office now has the results of the UAC Referendum that was routed to all UAC members last Tuesday and which contained two items: (1) Approval of the Request of Dr. Elena E. Cabilar to change the grade of Mr. Marvin C. Tapic in HRTM 199 (*enrolled in the 1st Semester, SY 2011-2012*) from NOT ATTENDING to 2.75; and (2) Request of the University Supreme Student Council (USSC) to move the deadline for the submission of Requirements for Graduation from 26 March 2012 to 30 March 2012.

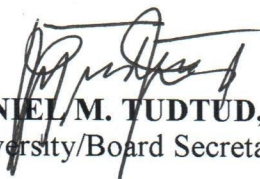
The results of this most recent UAC Referendum are as follows:

	Approve	Disapprove	Abstain/Not Around
Item 1:	184	0	19
Item 2:	152	22	25

Based on the results, this Office has determined that the number of affirmative votes has exceeded the required number of votes (*110 votes*) needed for the Approval of the Request.

May I, therefore, suggest that an Official Memorandum be issued so as to advise the concerned offices as well as the proponents of the results of the UAC Referendum.

Respectfully,


DANIEL M. TUdTUD, JR.
University/Board Secretary



VISAYAS STATE UNIVERSITY

Baybay City, Leyte 6521-A Philippines

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Office of the Vice President for Planning and Resource Generation

March 13, 2012

DR. JOSE L. BACUSMO

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Bacusmo:

We would like to endorse the approval of the request of Dr. Elena E. Cabilar to change the grade of Mr. Marvin C. Topic in HRTM 199 enrolled during the first semester 2011-2012 from **Not Attending** to **2.75**.

Mr. Topic was originally listed in the class roster of Dr. Eunice Beray, but he transferred to the class of Dr. Cabilar due to conflict in schedule with his other classes. Dr. Cabilar included Mr. Topic's name in her class record, but she failed to add his name in the grading sheet provided by the Registrar's Office. So, when Dr. Cabilar submitted the grade sheet to the Registrar's Office, the name of Mr. Topic and the corresponding grade was not included. During the encoding of grades in the Registrar's Office, the space allocated for the grade was automatically marked Not Attending when there is no grade reflected in the grade sheet. This explains why the grade of Mr. Topic appeared as Not Attending.

Mr. Topic is graduating this semester, so we highly recommend for the immediate action on this endorsement. We already advised Dr. Cabilar to be extra careful next time in preparing her grading sheets before submitting to the Registrar's Office.

Thank you very much.

Very truly yours,



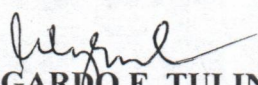
MYRNA M. AVILA

Member, Change of Grade Committee



EDITHA G. CAGASAN

Member, Change of Grade Committee



EDGARDO E. TULIN

Vice President, PRG and Chair, Change of Grade Committee



Department of Consumer and Hospitality Management
College of Management & Economics
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte 6521 – A Philippines

March 6, 2012

Dr. Edgardo E. Tulin
Chairman, Committee on Changing of Grades
VSU, Visca, Baybay, Leyte

Dear Dr. Tulin:

This letter pertains to the grade of Mr. Marvin C. Tapic in the subject HRTM 199 (Undergraduate Seminar). Mr. Tapic was enrolled in HRTM 199 last first semester 2011-2012 under Dr. Eunice I. Beray, but he transferred to my schedule due to conflict with his other subjects. His name is found in my class record. It was my intention to add his name after I entered the grades of those listed in the grade sheet. Unfortunately, I forgot to do this. However, in the grade sheet of Dr. Beray she indicated that this student has transferred to my schedule.

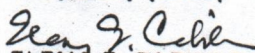
When Mr. Tapic arrived after his OJT, he told me that I failed to include his name in the grade sheet and a remark appeared "not attending". I blamed him for not informing me earlier. He said that he has not received a copy of his grade during the first semester while on OJT, hence, he is unaware of this deficiency.

I went to the Registrar's Office to settle this matter bringing with me my class record because I plan to just add the student's name and grade in the grade sheet. I also inquired why the remark is "not attending." I learned that the computer has been programmed in such a way that when there is no grade entered after the name of the student, the computer automatically prints "not attending."

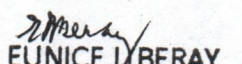
I admit that this is my fault and I am asking an apology to the committee for committing such mistake. Next time I have to write first the name of students not found in the grade sheet before proceeding to write the grades of students listed in it. Attached is the photocopy of my class record bearing the name of the student in number 52. He is graduating this second semester 2011-2012.

Thank you very much for your kind consideration in this regard.

Very truly yours,


ELENA E. CABILAR

Noted:


EUNICE I. BERAY
Department Head

Cc:

Registrar's Office

File

