



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT  
FOR INSTRUCTION**

2<sup>nd</sup> Floor, Administration Building  
Visayas State University, Visca, Baybay City, Leyte  
Telefax: (053) 563 7106  
email: ovpi@vsu.edu.ph  
Website: vsu.edu.ph

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Memo Circular 20  
Series of 2018

**T O: All College Deans, Department Heads, Professors,  
Instructors and Students Concerned**

**R E: Completion of Incomplete Marks**

Please be informed that the schedule for completion of all incomplete grades/marks obtained during the Second Semester of SY 2016-2017 will be on May 18, 2018. Students concerned are required to complete the course requirements and to change such "INC" mark within the specified period. After May 18, 2018, all courses with "INC" marks shall be considered "LAPSED" in the permanent record with the equivalent grade of "5.00", and must be re-enrolled in order to earn the needed credits.

For information and guidance.

  
**BEATRIZ S. BELONIAS**  
*Vice President for Instruction*

**VISION:** A globally competitive university for science, technology and environmental conservation.  
**MISSION:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.