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Office of the President

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MEMORANDUM NO. 138
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T O: Dr. Myrna M. Avila

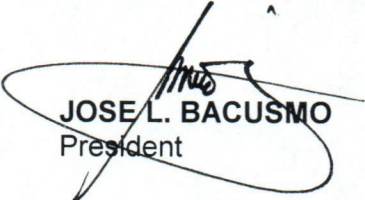
R E: Membership to the University Committee on Change of Grades

As recommended by the Chairperson of the University Committee on Change of Grades, you are hereby designated as Member of the said committee vice Prof. Norberto F. Canada effective immediately. The committee functions are as follows:

1. To act on request of staff for a change of grade in a particular course/subject as reflected in the grade sheets already submitted to the Registrar's Office; and
2. To recommend to the Academic Council, through the VSU President, for approval of such a request.

Kindly coordinate with Dr. Edgardo E. Tulin the Committee, Chairperson regarding this assignment.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPAA
OUS
Deans
Registrar's Office
Records
File