



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.lsu-visca.edu.ph

Office of the President

19 April 2004

MEMORANDUM NO. 110

Series of 2004

T O: Dr. Edgardo E. Tulin - Chairperson
Dr. Rolinda T. Sanico - Member
Dr. Salvador C. Dagoy - Member

R E: University Committee on Change of Grades

You are hereby designated Chairperson/Members of the University Committee on Change of Grades effective immediately until December 31, 2004. This designation remains valid unless terminated or revoked by the undersigned. The functions of the Committee 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 LSU President, for approval of such a request.

This order supersedes all other previous issuances on the same subject.

Please be guided accordingly.


PACIENCIA P. MILAN
President

cc: Dr. M. T. Diputado, Jr.
OVPAA
Registrar's Office
OUS
Records
File