



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT
FOR INSTRUCTION**

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December 4, 2018

Memo Circular 49
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 First Semester of SY 2017-2018 will be on Dec. 11, 2018. Students concerned are required to complete the course requirements and to change such "INC" mark within the specified period. After Dec. 11, 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.

A handwritten signature in black ink, appearing to read "Beatriz S. Belonias".

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.