

March 21, 1984

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MEMORANDUM NO. 49
Series of 1984

TO: All Faculty Members Concerned

SUBJECT: Checking Examination Permits and Withholding Grades
of Students with Financial Obligations to VisCA

In his letter to the College President dated March 7, 1984, Dr. Samuel S. Go, Vice-President for Administration, wrote that as of February 7, 1984, collectibles from students for the various school fees amounted to almost a hundred thousand pesos.

This matter was presented to the Executive Committee members in the meeting yesterday afternoon and it was pointed out that one of the causes of this big unsettled student accounts is the laxity on the part of some teachers who allow students without examination permits to take examinations, check the tests, and release the grades. This encouraged this kind of delinquency on the part of the students, thus resulting in unsettled school fees.

In the past, we appealed to the faculty members not to allow students without examination permits to take the examinations, but it seems that our appeal is futile.

The Executive Committee members, aware of the necessity of instilling self-discipline even among some faculty members, agreed that henceforth, those who will release the grades of the students with unsettled school fees shall be fined P50.00. The amount shall be used partly to pay for the unsettled financial obligations of the students.

We are constrained to institute such a policy in order to remind all teachers that they have a responsibility of helping enforce the policy of requiring students to produce their examination permits before they take examinations. This is the only way we can minimize, if not eliminate, big amounts of uncollected school fees from our students.

For the information, guidance and compliance of all concerned.


F. A. BERNARDO
President

cc: All Dept. Heads
Dir. of Instruction
Registrar
Cash Division
VisCA SELF