



1 July 2022

MEMORANDUM CIRCULAR NO. 73
Series of 2022

T O: All Deans, Directors, Department Heads, Faculty, and Students
R E: Amendment to Deadline for Submission of Grades

Please be informed that during its meeting today, July 1, 2022, the UADCO approved July 15, 2022, as the final deadline for the following:

1. Grades of both graduating and non-graduating students this 2nd Semester, SY 2021-2022 (junior high to graduate courses)
2. Deferred grades incurred in the 1st Semester, SY 2021-2022
3. Remaining Deferred grades incurred in the 2nd Semester, SY 2020-2021

After July 15, the Office of the University Registrar shall start imposing fines for late grade submission per OP MC # 14, series of 2014.

For your guidance and compliance.


EDGARDO E. TULIN
President



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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

website: www.vsu.edu.ph

Office of the President

26 March 2014

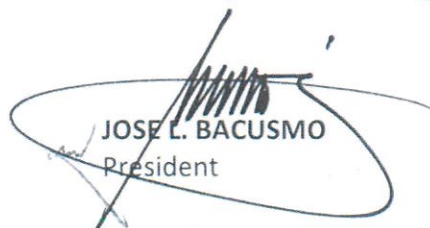
MEMORANDUM CIRCULAR NO. 14
Series of 2014

T O: All Deans, Department Heads and Faculty Members
R E: Implementation of Fines for Late Submission of Grades

Every semester we are encountering problem about late submission of grades of some faculty members. This has a bearing on students who are on scholarship/study grant wherein they need to know their grades on time to determine if they still qualify. Unfortunately, their grades are not submitted to the Registrar's Office within the prescribed period that is two weeks after final examination as indicated in the BOR approved Resolution No. 13, Series 2004 (Penalty for Late Submission of Grades).

In this regard, please be informed that effective this Second Semester SY 2013-2014, the University will implement the imposition of fines for those faculty members who fail to submit the grades on time. The penalty is P50.00/subject/day. In case the reasons for late submission of grades are reasonable and cannot be avoided, the faculty concerned should write an explanation noted by the department head addressed to the Vice President for Instruction and copy furnished the Cash Division and the Registrar's Office.

Please be guided accordingly.


JOSE L. BACUSMO
President

cc: OVPI
Cash Division
Registrar's Office
Records



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University
and of the Board of Regents

**EXCERPT FROM THE APPROVED MINUTES OF THE
15th LSU Board of Regents Meeting
16 March 2004 * LNU, Tacloban City**

Penalty for Late Submission of Grades

Board Resolution No. 13, s. 2004

Approving the withholding of salary and the imposition of a P50.00/subject/day fine on faculty/staff who submit grades two (2) weeks after the end of Final Examination, effective upon Board approval. Furthermore, this same penalty is meted out on faculty/staff who give **INC.** marks to students without justifiable reason.

BOARD ACTION: **APPROVED**

Date : 16 March 2004

ATTACHMENT: I

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: Deans: CA, CAS, CEAI, DVM, CF, COE
External Campuses (4) *Isabel med = Visca*
OP *Da U 209*
OVPAA *cond*
University Registrar *SA*
Cash Division *U 14607*
CF *Boasting - gm*
CVM *8 4 2004*
CEAI *fr*
CAS *may*
CA *CEPP*
CE *LT Alisher*