



# Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

---

## Office of the President

14 April 2015

**MEMORANDUM CIRCULAR NO. 13**


Series of 2015

**T O: All Professors and Instructors**

**R E: Giving of "INC" Grades**

This is to remind everyone that per CMO No. 02, Series of 2010, no professor should give an "INC" grade to students due to failure to present their examination permits. It will be the responsibility of the administration to withhold the release or issuance of credentials and diploma prior to graduation. In the case of on-going students, they are required to settle their old accounts before they can proceed with their enrolment for the next semester.

For compliance.

  
for **JOSE L. BACUSMO**  
President *4/15/15*