



February 4, 2022

MEMORANDUM CIRCULAR NO. 02

Series of 2022

**T O: All College Deans, Chancellors, Department Heads, Institute Directors
and Faculty Members**

**R E: Corrected Memorandum on Submission of Grades for Students with
“Deferred” Marks Incurred in the 1st Semester 2021-2022**

Please be reminded that the deadline for submission of grades of students with “Deferred” marks in the 1st semester 2021-2022 is one week after the last day of the final examinations for the 2nd semester 2021-2022. Submission of grades can be done on a staggered basis depending on when the students comply with the requirements. In submitting grades, the instructor/professor shall write to the University Registrar (using FM-VSU-03) and indicate in the letter the following information:

Student No.	Name of Student	Course No. & Title	Offering No.	Final Grade
1.				
2.				
3.				

Submitted by:

Name of Instructor/Professor

Reviewed by:

Dept. Head

Approved by:

College Dean

Faculty members are advised to remind their students to submit their requirements as soon as possible especially if they are scholars or if the subject is a pre-requisite to a higher subject.

For your guidance and compliance.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs