



27 July 2023

**MEMORANDUM NO. 748**  
Series of 2023

**T O:** Dr. Ma. Theresa P. Loreto  
Ms. Marwen A. Castañeda  
Dr. Joel Rey U. Acob  
Dr. Nancy D. Abunda (Secretary)

**R E: Reconstitution of the University Committee on Change of Grades**

With Dr. Ma. Theresa P. Loreto as Chairperson, Dr. Nancy D. Abunda as Secretary and the rest as Members, the University Committee on Change of Grades is hereby reconstituted effective immediately until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

The functions of the Committee are as follows:

1. To act on request of staff for a change of grade in a particular course/subject as reflected in the grade sheets already submitted to the Registrar's Office; and
2. To recommend to the Academic Council, through the VSU President, for approval of such as request.

This order supersedes all other previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: Dr. STPeña Jr.  
OVPAA  
OUS  
Registrar  
Records  
File