

**MEMORANDUM NO. 548**

Series of 2024

TO: **Dr. Ma. Theresa P. Loreto** - Chairperson  
**Ms. Miriam M. dela Torre** - Member  
**Dr. Joel Rey U. Acob** - Member  
**Dr. Mark Gil A. Vega** - Secretary

RE: **University Committee on Change of Grades**

FROM:   
**DR. PROSE IVY G. YEPES**  
University President

DATE: **June 24, 2024**

With Dr. Ma. Theresa P. Loreto as Chairperson, Dr. Mark Gil A. Vega as Secretary, and the rest as Members, the University Committee on Change of Grades is hereby reconstituted effective immediately until December 31, 2024 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.