



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

5 January 2000

MEMORANDUM NO. 3
Series of 2000

T O: Dr. Rodolfo G. Escalada - Chairman - *Ja 1/5/2000*
Dr. Lucylen B. Ponce - Member - *Regis 1/5/2000*
Dr. Rebecca M. Santiago - Member - *+ 1/6/2000*

R E: College Committee on Change of Grades

You are hereby designated as Chairman/Members of the College Committee on Change of Grades effective immediately until December 31, 2000. This designation remains valid unless terminated or revoked by the undersigned. 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. The error in the grade sheets is inadvertently committed in the process of computation, in writing down the grades in the record book not corresponding to the names of students concerned, and in making entries of grades from the class record to the grade sheets; and
2. To recommend to the Academic Council, through the ViSCA President, for approval of such a request.

This order supersedes all other orders/memoranda issued earlier on the same subject.

Please be guided accordingly.

Puse
PACIENCIA P. MILAN
President

cc: OVPA - *1/6/2000*
Registrar's Office
Dr. J. L. Seroy - *1/6/2000*
Records - *1/6/2000*
File