



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A  
Philippines

*Office of the President*

6 February 2003

## MEMORANDUM NO. 30

Series of 2003

T O: Dr. Myrna M. Avila - Chairperson  
Dr. Rolinda T. Sanico - Member  
Dr. Salvador C. Dagoy - Member

R E: University Committee on Change of Grades

You are hereby designated as Chairperson/Members of the University Committee on Change of Grades effective immediately until December 31, 2003. 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; and
2. To recommend to the Academic Council, through the LSU President, for approval of such a request.

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

Please be guided accordingly.

  
**PACIENCIA P. MILAN**  
President

cc: Dr. O. B. Posas  
OVPAA  
Registrar's Office  
OUS  
Records  
File