



LEYTE STATE UNIVERSITY

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Philippines

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Office of the President

12 November 2002

MEMORANDUM NO. 242

Series of 2002

T O: Dr. Myrna M. Avila *MA*

R E: Designation as Chairperson, University Committee on Change of Grades

In view of the reorganization of the University standing committees, you are hereby designated Chairperson of the University Committee on Change of Grades effective immediately until December 31, 2003 or 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.

The committee members are Drs. Rolinda T. Sanico and Salvador C. Dagoy.

Please be guided accordingly.

Paciencia P. Milan
PACIENCIA P. MILAN

President *JP*

cc: Dr. O. B. Posas *OB*
Dr. R. T. Sanico *RS*
Dr. S. C. Dagoy *SD*
OVPAA *OP*
Registrar's Office *RO*
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