



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Office of the President

27 June 2003

MEMORANDUM NO. 136

Series of 2003

T O: Dr. Misael T. Diputado, Jr. *JTM*

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

You are hereby designated Chairperson of the University Committee on Change of Grades (vice Dr. Myrna M. Avila) 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.

Please be guided accordingly.

P. Milan
PACIENCIA P. MILAN
President *P. Milan*

cc: Dr. M. M. Avila *JTM*
OVPA *OVPA*
Registrar's Office *Registrar's Office*
OUS *OUS*
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