



11 January 2021

MEMORANDUM NO. 17
Series of 2021

T O: Dr. Santiago T. Peña, Jr.
Ms. Marwen A. Castañeda
Dr. Joel Rey U. Acob
Dr. Nancy D. Abunda (Secretary)

R E: Reconstitution of the University Committee on Change of Grades

With Dr. Santiago T. Peña, Jr. as Chairperson, Dr. Nancy D. Abunda as Secretary and the rest as Members, the University Committee on Change of Grades is hereby reconstituted effective immediately until December 31, 2021 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.


EDGARDO E. TULIN,
President

cc: Dr. Candelario L. Calibo
Dr. Angelica P. Baldos
Mr. Virgelio M. Alao
Dr. Charis B. Limbo
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Registrar
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