



12 February 2018

Memorandum Circular No. 15
Series of 2018

**T O: All College Deans, Department Heads, Institute Directors, Dean of Students,
and Dean of Graduate School**

R E: Submission of Grades

This Memorandum is being issued to remind the academic staff member about the strict observance of Section 356, Chapter 48, Title Four of VSU Code that states *"Every academic staff member of the University shall submit his/her report of grades not later than a week after the last day of final examination at the end of each semester or term"*.

It has come to the attention of this office that there are students who lost their scholarship for failure to submit their grades for the previous semester to their scholarship sponsors/donors because some teachers have not submitted report of grades to the Registrar's Office up to now. Please take note that some of our students were only able to go to college because of these scholarships. It would be very unfortunate if students lose their scholarship, not because they did not meet the grade requirement, but simply because teachers fail to submit their report of grades on time.

In this regard, all faculty members who have not submitted report of grades for 1st Semester, 2017-2018 are directed to comply on or before Thursday, Feb. 15, 2018.

Further, the University Student Services Office (USSO) and the Office of the Graduate School (OGS) are hereby directed to conduct an inventory of the existing scholars (VSU-funded and externally-funded) and identify those who have either lost their scholarship (or about to lose their scholarship) due to the failure of the teacher/s to submit the grades after the deadline on Feb. 15, 2018. Submit to this office the names of the teachers who fail to comply this directive for appropriate legal action as stipulated in BOR Resolution No. 71, s. 2005.

Furthermore, the USSO is hereby directed to wait for the grades until Feb. 15, 2018 before finalizing the list of VSU-funded scholars for 2nd Semester 2017-2018.

For strict compliance.


EDGARDO E. TULIN
President

cc: Atty. Rysan C. Guinocor, Legal Officer