

# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



20 April 2001

MEMORANDUM CIRCULAR NO. 35

Series of 2001

T O: All Academic Department Heads, Center Directors and  
Faculty Concerned

R E: Submission of Mid-Term and Final Grades on Time

The late submission of mid-term and final grades by some departments has been a recurring problem, leading to the delay in assessing students for scholarships, awards, and graduation as well as the difficulty encountered during registration. This matter was discussed thoroughly during the two previous meetings of the department heads together with the Vice President for Academic Affairs (February 20, 2001 and April 17, 2001). The body finally agreed that to minimize, if not to totally eliminate this problem, the deadline for submission of mid-term and final grades to the Registrar's Office (RO) shall be **one (1) week after the scheduled exam; warning shall be given by the RO on the second week; last warning on the third week; and a notice of withholding the salary will be given during the fourth week of non-submission of grades.**

This supercedes any previous memoranda issued on the same subject.

For strict compliance.

  
**PACIENCIA P. MILAN**  
President

cc: OVPAA  
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