



13 July 2020

MEMORANDUM NO. 323

Series of 2020

**T O: Dr. Candelario L. Calibo
Dr. Angelica P. Baldos
Mr. Virgelio M. Alao
Dr. Charis B. Limbo
Ms. Marwen A. Castañeda (Recording Secretary)**

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

With Dr. Candelario L. Calibo as Chairperson, Ms. Marwen A. Castañeda as Recording Secretary and the rest as Members, the University Committee on Change of Grades is hereby reconstituted effective July 16, 2020 until December 31, 2020 or unless sooner terminated or revoked 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 a request.

This order supersedes all other previous issuances on the same subject.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: OVPAA
OUS
Registrar
Records
File