



March 2, 2021

Memorandum Circular 14
Series of 2021

T O: All Concerned

R E: Deadline of Grade Submission

Please be informed that in the meeting of the UADCO today, March 2, 2021, the following decisions were agreed upon as regards the request of the VSU Faculty Associations Federation for extension of the deadline for submission of grades for 1st Semester 2020-2021:

1. The deadline of March 5, 2021 for grade submission shall remain in force, but with special consideration to submit at a later date to some faculty members who may not be able to submit on March 5 due to late arrival of student submissions, especially those handling classes using printed modules. However, the department shall write a request to the OVPAA indicating the names of affected faculty members, the specific reason(s) why they cannot submit on March 5, and the date when they will submit.
2. Since scholars with external scholarship grants will need their grades earlier to ensure continuance of their scholarship, faculty members are strongly requested to compute and submit the grades of these students not later than March 5. Since scholars are mixed with non-scholars in a class, teachers can submit the grades of the scholars using the "Temporary Grade Sheet" available at the Registrar's Office. The Office of the Dean of Students shall provide each department with the list of scholars for reference.

For your information and guidance.

Thank you.


BEATRIZ S. BELONIAS
Vice President for Academic Affairs