



16 August 2022

Dr. BEATRIZ S. BELONIAS

Vice President for Academic Affairs
Visayas State University
Baybay City, Leyte

Thru: **Ms. MARWEN A. CASTAÑEDA**
University Registrar
Visayas State University

Dear **Dr. Belonias**:

Greetings.

The office of the Department of Meteorology would like to inform your good office that, as of this writing, the faculty handling Mete 200a - On the Job Training (240 hours with at least 160 hours of actual industry engagement) this Mid-Semester of A.Y. 2021-2022 will not be able to submit their Mete 200a grades on August 17, 2022 (BOR Res. No. 105, s.2022 dated January 24, 2022). The On the Job Training advisers are the following:

Faculty In-Charge	Course Code
1. Charlie S. Andan	A023 & A024
2. Raymond Jess G. Goliat	A027 & A028
3. Rotsen B. Labisores	A029 & A030
4. Daniel C. Lor	A031 & A032
5. Charlindo S. Torrion	A033 & A033

Our students are not given enough time to write the manuscript and have it presented as stipulated in our OJT Guidelines. The allotted time for the offering of the Mete 200a during the semester term is insufficient.

With this, we are asking for your kind consideration to allow our faculty to submit the grades on the 1st Semester of A.Y. 2022-2023 but not later than the Midterm examination.

We are hoping and looking forward to favorable action on our request.

Very truly yours,

CHARLIE S. ANDAN

Head, Department of Meteorology

Recommending Approval:

Ms. MARWEN A. CASTAÑEDA

University Registrar

Approved by:

Dr. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

