



OFFICE OF THE PRESIDENT

2/F Administration Building
Visayas State University
Visca, Baybay City, Leyte
6521, Philippines

OFFICE OF THE CHIEF LEGAL OFFICER

G/F administration Building
Visayas State University
Visca, Baybay City, Leyte
6521, Philippines

November 25, 2022

RE: Request for waiving of the fine for late submission of student grades

Dear DR. EDGARDO E. TULIN,
ATTY. RYSAN C. GUINOCOR,

Greetings!

I am writing this letter to you to kindly request for your consideration in waiving the fine of Php1,550.00 that have been made for my late submission of student grades.

On November 15, 2022, I received a letter attached herein, from the Office of the Chief of Legal Officer informing that I have been fined a total amount of Php1,550.00 for submitting the hardcopy grade sheet for Envi 11 students Offer No. O067 beyond the submission deadline, July 18, 2022.

The reasons for my failure to submit the hardcopy of the grade sheet in July are:

1. I was still in my home country, Zimbabwe
2. It was only in August 2022 after my arrival in VSU that I learned of the requirement to submit the hardcopy of the grade sheet, which I then submitted on August 31, 2022.

However, prior to my arrival in VSU, I had already submitted the e-copy of the grade sheet through my VSU Teachers Portal account on June 30, 2022, which was before the initial deadline for grades submission. It is therefore in this regard that I am kindly requesting that the fine be waived.

Thank you for your consideration and I hope for your positive response.

Sincerely,

PERCY A. MAGUCHU
GTA, ITEEM, VSU

Noted by:

Approved by:

DR. ELIZA D. ESPINOSA
Department Head, ITEEM
Visayas State University
Visca, Baybay City, Leyte

ATTY. RYSAN C. GUINOCOR
Chief Legal Officer, VSU
Visayas State University
Visca, Baybay City, Leyte

DR. EDGARDO E. TULIN
The President
Visayas State University
Visca, Baybay City, Leyte