



January 31, 2022

DR. BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Thru: Ms. MARWEN A. CASTAÑEDA
University Registrar
Office of the University Registrar
Visayas State University

Dear Dr. Castañeda:


Good day!

I am reaching out to you in writing to inform you that I have successfully complied with the grade requirements of the students under my instruction for the following subjects: **Chem 120.1, Chem 130.1, Chem 130.2, and Chem 1n.2**. In line with this, I would like to inform you that some students, although they have submitted some of their outputs, have failed to comply with all the course requirements and thus have been given an deferred grade (DEF). This grade has been given after the students were informed of their lacking requirements but they failed to comply due to the time constraints, poor internet connectivity, and other personal matters.

I wish to express my intent in turning over the responsibility of handling the submissions of the students given an INC grade who were under my instruction to my conforme, **Mr. Mervin June B. Gasatan**, an Instructor I in the Department of Pure and Applied Chemistry, whose name and signature appears below.

I am hoping for your consideration regarding this matter. Thank you and more power!

Very truly yours,


JOVANIE L. OLASIMAN
Part-time Instructor, DoPAC

Conforme:


MERVIN JUNE B. GASATAN
Instructor, DoPAC



February 09, 2022

DR. BEATRIZ S. BELONIAS

Vice President for Academic Affairs

Visayas State University

Visca, Baybay City, Leyte

Thru: Ms. MARWEN A. CASTAÑEDA

University Registrar

Office of the University Registrar

Visayas State University

Dear Madam:

Greetings!

May I inform your good office of my compliance in submitting all grades of subjects that were assigned to me last semester as follows: **Chem 132n- Biochemistry for Nursing Lec, Chem 137-Biochemistry 1 Lec R173 & R283, Chem 191- Inorganic Chemistry C3 Lec R301 & R308**. Further, I am attaching the number of students who failed to comply all requirements so that I have to defer in submitting his grade on time. Prof. Jacob Glenn F. Jansalin is assigned to take over the responsibility to follow up his performance and submit his grade upon compliance of all academic requirements.

Thank you.

Very truly yours,

CANDELARIO L. CALIBO

Part-time Instructor, DoPAC

Conforme:

JACOB GLENN F. JANSALIN

Professor, DoPAC

Noted:

ELIZABETH S. QUEVEDO

Head, DoPAC



Recommending Approval:

MARWEN A. CASTAÑEDA
University Registrar

MA. THERESA P. LORETO
Dean, CAS

Approved:

BEATRIZ S. BELONIAS
Vice President of Academic Affairs