



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University
and of the Board of Regents

EXCERPT FROM THE APPROVED MINUTES OF THE 15th LSU Board of Regents Meeting 16 March 2004 * LNU, Tacloban City

Penalty for Late Submission of Grades

Board Resolution No. 13, s. 2004

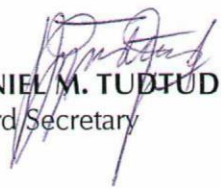
Approving the withholding of salary and the imposition of a P50.00/subject/day fine on faculty/staff who submit grades two (2) weeks after the end of Final Examination, effective upon Board approval. Furthermore, this same penalty is meted out on faculty/staff who give **INC.** marks to students without justifiable reason.

BOARD ACTION: **APPROVED**

Date : 16 March 2004

ATTACHMENT: **I**

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: Deans: CA, CAS, CEAI, DVM, CF, COE
External Campuses (4) *Isabel Tard = Vilela*
OP *da la 20*
OVPAA *cond*
University Registrar *7/11*
Cash Division *6/14/04*
Chancery *7/11*
CVM *6/14/04*
CEAI *7/11*
CAS *7/11*
CA *CEPT*
CE *7/11*



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

16 March 2004

The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby presenting the excerpts taken from the Minutes of the 38th University Administrative Council (UADCO) meeting held on December 17, 2003:

XXXX

Penalty of Late Submission of Grades:

Issue: Some professors in the University have persisted in submitting their grades very late. A few submit their grades up to a semester late to the detriment of the students. This is especially deleterious to those students taking a subject that is a prerequisite for a higher course. This situation has created a lot of problems including class scheduling every semester.

On April 20, 2001, the office of the University President issued Memorandum Circular No. 35, s. 2001 *re*: Submission of Mid-term and Final Grades On Time (*pls. see attached memo*). The University Administrative Council reiterated to strictly implement the said memo and strongly recommended for the imposition of **a penalty of P50.00 per subject per day for the submission of grades after the lapse of two (2) weeks from the end of Final Exams, effective upon confirmation by the Board of Regents.**

UADCO Action: APPROVED

Date: December 17, 2003

I am, therefore, recommending the same FOR CONFIRMATION by the Board of Regents.

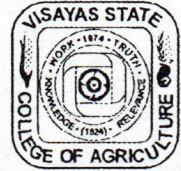
Very truly yours,


PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 16 March 2004

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



20 April 2001

MEMORANDUM CIRCULAR NO. 35
Series of 2001

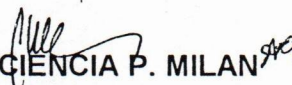
T O: All Academic Department Heads, Center Directors and
Faculty Concerned

R E: Submission of Mid-Term and Final Grades on Time

The late submission of mid-term and final grades by some departments has been a recurring problem, leading to the delay in assessing students for scholarships, awards, and graduation as well as the difficulty encountered during registration. This matter was discussed thoroughly during the two previous meetings of the department heads together with the Vice President for Academic Affairs (February 20, 2001 and April 17, 2001). The body finally agreed that to minimize, if not to totally eliminate this problem, the deadline for submission of mid-term and final grades to the Registrar's Office (RO) shall be **one (1) week after the scheduled exam; warning shall be given by the RO on the second week; last warning on the third week; and a notice of withholding the salary will be given during the fourth week of non-submission of grades.**

This supercedes any previous memoranda issued on the same subject.

For strict compliance.


PACIENCIA P. MILAN
President

cc: OVPA
OVPA
RO
ODI
OSA
Cash Division
COA
Records
File