

	Reference No.: BatStateU-FO-OSD-07	Effectivity Date: May 18, 2022	Revision No.: 02
FORMAL COMPLAINT LETTER			
Date: (date) _____			
NAME Head, Student Discipline/ Coordinator, Student Discipline Pablo Borbon Main II Campus			
Sir/Ma'am,			
Subject of Complaint:			
Name of Student : _____			
College : (college) _____			
Year and Section : (section) _____			
Provision in the Norms of Conduct Violated by the Student/s: (This must include the sanction recommended by the complainant).			
Brief Narration of Facts and Circumstances: (narration)			
Final Word: (final)			
Respectfully yours,			
lol (NAME)			
Signature over Printed Name of Complainant			
Contact Number: (number) _____			
Email Address: (email) _____			
Witnesses: 1. (witness1) _____			
2. (witness2) _____			
3. (witness3) _____			
Enclosed Evidences: 1. (evidence1) _____			
2. (evidence2) _____			
3. (evidence3) _____			
Pursuant to Republic Act No. 10173, also known as the Data Privacy Act of 2012, the Batangas State University, the National Engineering University recognizes its commitment to protect and respect the privacy of its customers and/or stakeholders and ensure that all information collected from them are all processed in accordance with the principles of transparency, legitimate purpose and proportionality mandated under the Data Privacy Act of 2012.			