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| C:\Users\QMR\Downloads\BatStateU NEU Logo (1).png | | | | 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 | | | | | | | | | | | | | | | |  | | | | |
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| Sir/Ma’am, | | | | | | | | | | | | | | | | | | | | |
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| **Subject of Complaint:** | | | | | | | | | | | | | | | | | | | | |
| Name of Student | | | | | | | : | (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).* | | | | | | | | | | | | | | | | | | | | |
|  | (provision) | | | | | | | | | | | | | | | | | | |  |
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| **Brief Narration of Facts and Circumstances:** | | | | | | | | | | | | | | | | | | | | |
|  | (narration) | | | | | | | | | | | | | | | | | | |  |
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| **Final Word:** | | | | | | | | | | | | | | | | | | | | |
|  | (final) | | | | | | | | | | | | | | | | | | |  |
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|  | | | | | | | | | | | | | | | 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.* | | | | | | | | | | | | | | | | | | | | |