

Reference No.: BatStateU-FO-OSD-07 Effectivity Date: May 18, 2022 Revision No.: 02

FORMAL COMPLAINT LETTER

Date:	
NAME Head, Student Discipline/ Coordinator, Student l Name of Campus	Discipline
Sir/Ma'am,	
Year and Section :	
Provision in the Norms of Conduct Violate complainant).	d by the Student/s: (This must include the sanction recommended by the
Brief Narration of Facts and Circumstances:	
Final Word:	
	Respectfully yours,
Witnesses: 1	<u></u>
Enclosed Evidences: 12	

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.