



Reference No.: BatStateU-FO-OSD-03

Effectivity Date: May 18, 2022

Revision No.: 02

WRITTEN REPRIMAND FOR VIOLATION OF NORMS OF CONDUCT

Date: _____

Name: _____

After a careful investigation, this Office has concluded that you violated Section _____
of the Norms of Conduct for College Students, to wit, _____

This memorandum constitutes a formal *reprimand*. Continued violations of policies and regulations may cause further, more serious, disciplinary action.

A copy of this letter will be placed in the record of this Office. If you have questions or clarifications, please contact this office.

NAME
Head, Student Discipline/
Coordinator, Student Discipline

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.

cc: Parent/Guardian
Guidance and Counseling
Dean/Head, Academic Affairs
Vice Chancellor, Academic Affairs