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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: | | 04/08/2024 | | | | | | | |  | | | | | | | | | | |
|  | | |  | | | | | | | |  | | | | | | | | | |
| **Lovely Rose Tipan Hernandez** | | | | | | | | | | | | | | | |  | | | | |
| 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 | | | | | | | : | Aedrian Jeao De Torres | | | | | | | | | | | |  |
| College | | | | | | | : | CICS | | | | | | | | | | | |  |
| Year and Section | | | | | | | : | ITSM 4109 | | | | | | | | | | | |  |
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| **Provision in the Norms of Conduct Violated by the Student/s:** *(This must include the sanction recommended by the complainant).* | | | | | | | | | | | | | | | | | | | | |
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| **Brief Narration of Facts and Circumstances:** | | | | | | | | | | | | | | | | | | | | |
|  | i want to report some students who is cheating in the exam. | | | | | | | | | | | | | | | | | | |  |
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| **Final Word:** | | | | | | | | | | | | | | | | | | | | |
|  | please take some action in this | | | | | | | | | | | | | | | | | | |  |
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|  | | | | | | | | | | | | | | | Respectfully yours, | | | | |  |
|  | | | | | | | | | | | | | | | Lovely Rose Tipan-Hernandez  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name of Complainant | | | | |  |
|  | | | | | | | | | | | | | | | Contact Number: | | | 09498030746 | |  |
|  | | | | | | | | | | | | | | | Email Address: | | | aedrianjeaodetorres@yahoo.com | |  |
| Witnesses: | | | | | 1. | N/A | | | | | | | |  | | | | | | |
|  | | | | | 2. | N/A | | | | | | | |  | | | | | | |
|  | | | | | 3. | N/A | | | | | | | |  | | | | | | |
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| Enclosed Evidences: | | | | | | | | 1. | This is my first evidence | | | | | | | |  | | | |
|  | | | | | | | | 2. | N/A | | | | | | | |  | | | |
|  | | | | | | | | 3. | N/A | | | | | | | |  | | | |
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| *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.* | | | | | | | | | | | | | | | | | | | | |