**COLEGIO DE SAN JUAN DE LETRAN**

**CALAMBA CAMPUS**

**College Dean/Registrar**

**To whom it may concern:**

This is concerning the case of my son Moses John D. Esleta, who was enrolled last-second semester 2020-2021 in Math 283-1BSIT\_CS-MT under Dr. Angelica M. Aquino.

According to my son he passed the Midterm exam last March 23, 2021, time 8:28 pm via **Blackboard Ultra** but due to an error on your site as per instruction by his Professor, he resends his midterm examination around 9:20 pm **via messenger** and after which she responded to my son saying **“Noted”** as a sign of confirmation; 10:20 pm via messenger. But surprisingly, when the grades were released last July 8, 2021, one of his grades, which is Discrete Math, received a grade of 5.0 instead.

My observation as **father and former School Head and former College Dean**, these are the questions in my mind; one, is it official for a teacher to give instruction, especially to my son’s case, to resend his midterm exam via **messenger** in which I think is **not an official site** of your school. Second, did you have the policy regarding the **check and balance**, say, for instance; checking of grades every period with the Department Head prior to submitting the grades to your College Dean, then to Registrar. In this case, assuming you have this policy: professors will easily detect and inform the students involved to update his records, especially we are now in a pandemic scenario if the student is NPE, No Prelim Exam, No Midterm Exam, No Final Exam, or Unofficially Dropped or Delinquent situation. Since there is no feedback coming from his Professor until He received his grades, then my presumption is lapses occurred not only to the teacher but also to the Department Head. The reason for this is simple, if you have this policy, then his professor will automatically be recognized that my son’s grade is not complete, and since there is no record of midterm exam in blackboard ultra, she will likely remember that she instructed my son to send his midterm exam via messenger.

My job as former College Dean was to check all possible problems which will occur during the operation and one of these is ALWAYS sent a memo to all my **PROFESSORS UNDER MY department** or conduct a Department meeting informing them to review their grades so as to avoid any problems may occur prior of final submission to my office then to the Registrar.

For the **Registrar and College Dean,** my request is for you to allow the teacher of my son Dr. Angelica M. Aquino to file an **erratum** in your office so that she can correct the grade of my son Moses John Esleta, and include his midterm grade so that he can get what he deserves on his grade in Discrete Math.

I’m looking forward to your positive response to my letter.

Sincerely yours,

**Menerio G. Esleta**

**MBA; MACOED**