|  | | | Reference No.: BatStateU-FO-OSD-04 | | | | Effectivity Date: May 18, 2022 | | | | | | Revision No.: 02 | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LETTER OF SUSPENSION** | | | | | | | | | | | | | | | | | |
| Date: | | | | | | | | | | | | | |  | | |  |
| Name: | |  | | | | |  | | | | | | | | | | |
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|  | | | After a careful investigation, this Office has concluded that you violated Section | | | | | | | | | | | |  |  | |
|  | of the Norms of Conduct for College Students, to wit, | | | | | | | | | |  | | | | |  | |
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|  | | | For 1st, 2nd, 3rd **offense** of | | |  | | | | this sanction shall be imposed: | | | | |  |  | |
|  | day suspension effective | | |  | | | | | . Continued violations of policies and regulations | | | | | | |  | |
|  | of the University 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. | | | | | | | | | | | | | | |  | |
| Prepared by:  **Mr. INOCENCIO C. MADRIAGA JR.**  Coordinator, Student Discipline  Date: | | | | | Checked by:  **Asst. Prof. BENJIE R. SAMONTE**  Department/Program Chairperson /  Adviser  Date: | | | | | | | Verified by:  **Dr. LORISSA JOANA E. BUENAS**  Dean/ Head, Academic Affairs  Date: | | | | | |
| Recommending Approval:  **NAME**  Head, Student Discipline  Date: | | | | | | | | Approved by:  **NAME**  Vice Chancellor, Academic Affairs  Date: | | | | | | | | | |
| Conformed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name of Student  Date: | | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature over Printed Name of Parent/Guardian  Date: | | | | | | | | | |
| *Pursuant to Republic Act No. 10173, also known as the Data Privacy Act of 2012, the Batangas State 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: Head, Student Discipline*

*Coordinator, Student Discipline*

*Guidance and Counseling*

*Dean/Head, Academic Affairs*

*Security Services*