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**FOR: Atty. CHRISTOPHER E. CRUZ**

University Legal Counsel

**THRU: Mr. MICHAEL G. MILLANES**

Director, Student Discipline Formation Office

**FROM: Ms. NIMPHA U. BALDEO** SDFO Coordinator for Student Discipline Operations

**RE: DISCIPLINE CASE REFERRAL**

**DATE:** {date}

We respectfully endorse for comments and evaluation Discipline Case No. {casenum} as follows:

**Student Information**

Name: {studentFirst} {studentLast }

ID Number: {idn}

College: {college}

Degree: {degree}

**Violation**

Nature: {violation}

Section: {section}

Change of Violation: {changes}

**Witness**

Complainant: {complainant}

**Associate University Legal Counsel Remarks**

Decision: {decision}

Reasons: {reason}

Remarks: {remark}

Nature of Proceedings: {nature}