

ICCT

2018-03-08

Vice-President for Academics  
USJ-R, Cebu City

Through:        \${Head Registrar}  
                         University Registrar

Subject:  
REQUEST FOR CHANGE OF GRADE

Dear Fr. Bumangabang:

The undersigned respectfully requests for the change of prelim/midterm/final grade/s of the student/s listed below in the subject Math in the 2nd Sem semester, SY 2017-2018 from 2.2 rating/mark to the following:

Name	Grade	Remark
Jao	1.0	Passed

May this request merit your consideration and favorable action. Thank you.

Respectfully yours,

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Noted by:

\${Chairperson} \${Chairperson-Name} \${Chairperson-Position}		\${Dean} \${Dean-Name} \${Dean-Position}
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