

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,

Cuizon

Noted by:

Approved           $\{ \text{Dean} \}$

Cuizon, Jovelyn\${Dean-Name}

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