CICCT

3/17/2018

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 7 in the 2nd Semester semester, SY 2017-2018 from 2.0 rating/mark to the following:

Name                         Grade                                                                   Remark

Dexter Solar        1.4                                                    Passed

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

Respectfully yours,

Ms. Lorna Miro

Noted by:

|  |  |
| --- | --- |
| ${College Chairperson}  ${College Chairperson-Name}  ${College Chairperson-Position} | ${College Dean}  ${College Dean-Name}  ${College Dean-Position} |