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} |