**Information for Late Appraisal and late Evaluation**

**Formal Letter**

\*Addressed to Mrs. Cosette Monteblanco

Assistant Vice President for Academic Affairs

**FOR LATE APPRAISAL**

Include the following in the content

* Requesting approval for the late appraisal
* Valid reason for failure or unable to appraise on time
* Promise to appraise on time in the succeeding semesters
* Willing to accept sanction for late appraisal
1. Recommending approval (by the Dean)
2. Submit in two (2) copies
3. Follow-up your letter at the Registrar’s Office the day after your submission, and they will be the one to set your schedule for appraisal.

**FOR LATE EVALUATION**

* Include the following in the content:
	+ Apology for not evaluating on time or on scheduled date and time
	+ Valid reason for failure to evaluate on time
	+ Promise to evaluate the succeeding semester on time
	+ Indicate that you are willing to accept sanction for late evaluation.
* Recommending approval (by the Dean)
* Submit in two (2) copies
* Follow-up your letter in this office the day after your submission.

Thank you!