



February 28, 2022

Dr. Edgardo E. Tulin
President, Visayas State University
Visca, Baybay City, Leyte

Thru: Dr. Angelita L. Paradero
Head, Department of Business and Management
Visayas State University

Dear Dr. Tulin;

Greetings!

I would like to request for the updating of my personal records particularly the change in my civil status from single to married and family name. Attached is the copy of my Marriage Certificate for reference.

Respectfully yours,

JOVIEL TEVES-MONTAÑEZ
Assistant Professor
Department of Business and Management

Noted:

ANGELITA L. PARADERO
Head, DBM

Approved:

EDGARDO E. TULIN
President