



DEPARTMENT OF FOREST SCIENCE

College of Forestry and Environmental Science Visca, Baybay City, Leyte, PHILIPPINES Phone: 563-7552 local 1026 Email: cfes@vsu.edu.ph Website: www.vsu.edu.ph

11 July 2022

Ms. Marwen A. Castaneda University Registrar Visayas State University Visca, Baybay City, Leyte

Dear Ma'am Marwen:

Greetings!

I would like to request for your kind consideration that I will be late in submitting the hard copies of my student grades (on Monday, July 18, 2022) as I will be on official travel starting tonight until July 16, 2022 in relation with our field work under the John Dillion Fellowship. Nonetheless, I will do my best to submit the said grades in the cumulus within the week for your reference.

Hoping for your kind and favourable consideration on this matter.

Thank you very much.

Sincerely.

ARTURO E. PASA Faculty Member

Noted:

ANATOLIO N. POLINAR Head, DFS

DENNIS P. PEQUE Dean, CFES



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