



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