



July 21, 2022

**MARWEN A. CASTAÑEDA**  
University Registrar  
Office of the University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

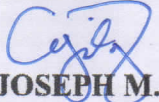
Dear Ma'am Castañeda,

Greetings!

I, CYRIL JOSEPH M. ELLORIMO, a 4<sup>th</sup> year graduating student of the Department of Soil Science, Visayas State University would like to ask for consideration from your good office to provide me an extension for the submission of my PSA Birth Certificate. I just learned this morning that I have a deficiency. Moreover, I also tried to apply for an appointment today but unfortunately, all the slots were full until August 3, 2022 (See attachment 2). I was able to file an appointment on August 4, 2022 at 3:00PM in the Tacloban City (Please refer to Attachment 1).

In connection, I would like to ask for consideration on this matter. You can hold my credentials for releasing until I have submitted this document.

I am hoping for your positive response to my request. Thank you so much and God bless!

  
**CYRIL JOSEPH M. ELLORIMO**  
BSA – IV Major in Soil Science

Noted by:

  
**KENNETH ORAIZ**  
Thesis Adviser, DSS

  
**SUZETTE B. LINA**  
Head, DSS

Approved by:

**MARWEN A. CASTAÑEDA**  
University Registrar