



February 28, 2022

Mrs. Marwen Castañeda
University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Maam:


Good day!

I would like to request your good office to input the final grade of the following student who incurred a "Deferred" remark last First Semester AY 2021-2022.

Student Number	Name of Student	Course No. and Title	Offering Number	Final Grade
18-1-01723	ARTUGUE, ERICA	Envi 200.2 Undergraduate Thesis	OT01	S

Your positive response to my request is highly appreciated. Thank you very much!

Submitted by:


BETHLEHEM A. PONCE
Name of Instructor/Professor

Reviewed by:

DR. JETT C. QUEBEC
Department Head

Approved by:

DR. MA. THERESA P. LORETO
College Dean