



February 02, 2022

MS. MARWEN A. CASTAÑEDA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Subject: Letter of Transmittal

Dear Ms. Castañeda:

The Office of the Head of Admission is submitting herewith the **Admission Requirements** for Incoming First Year and Transfer Students for SY 2021-2022 which includes the following original documents as compliance for their **PROMISSORY NOTE (FM-OHA-05)**:

Name of Students:		Requirement/s Submitted
ABUG, CZARINA B.	BSBiotech-1	Original copy of PSA Birth Certificate
BARQUERA, ZACH BRYANT D.	BSAB-1	Original copy of PSA Birth Certificate
LUBIANO, CHERRY ROSE M.	BSME-1	Grade 11 Report Card
SANICO, MARY GRACE L.	BCAEd-1	Promissory Note for PSA Birth Certificate
SEVILLEN, MARY KEATHLEEN E. (2020-2021)	BSGE	Sealed copy of Good Moral Certificate

Thank you.

Very truly yours,


NANCY V. DUMAGUING
Head, Admissions Office

Noted:

ALELI A. VILLOCINO

Vice President, Student Affairs and Services