



February 07, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Pres. Tulin:

Greetings!

The undersigned is one of the faculty of PhilRootcrops and currently collecting and preparing documents for NBC as per Memorandum Circular No.13 of 2022 issued last January 28, 2022. However, the released copy of my MS Diploma was submitted to ODHRM when I was hired last 2019.

In this regard, I would like to request your good office to allow me to secure a copy of my MS Diploma.

Thank you very much for your positive response on this request.

Respectfully yours,

**GELECA C. IGDANES-MARAÑAN**  
Faculty, PhilRootcrops

Approved:

**EDGARDO E. TULIN**  
President