



MS. HONEY SOFIA V. COLIS

OIC Director, ODHRM
Visayas State University
Visca, Baybay City, Leyte

Dear Madam Colis:

Greetings!

Please be informed that I have Face-2-Face classes for HORT311 (4-5 WF lecture and 1-4 F laboratory for S1 AY2022-2023) at the Department of Horticulture of the College of Agriculture and Food Science. In addition, I have a research project on Liquid Nutrient Formulations for High Value Horticultural Crops which is being set-up at the experimental area of the said department.

In this connection, may I request that my fingerprints be registered to be read by the Biometrics of the Department of Horticulture in order to allow me to do checking-in and checking-out for my DTR attendance during these aforementioned engagements.

Thank you very much and hoping for a favorable response on this request.

Very truly yours,

FELIX M. SALAS

Professor
Department of Pure & Applied Chemistry

Endorsed by:

ELIZABETH S. QUEVEDO

Head, DoPAC

ROSARIO A. SALAS

Head, DOH