



DEPARTMENT OF BUSINESS AND MANAGEMENT

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February 14, 2022

MARIA ROBERTA S. MIRAFLOR
Office of the Head for Records & Archives
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Miraflor,

I would like to request for a copy of my service records for NBC 8th cycle processing purpose. Attached are the authorization letter and photocopy of my ID.

Very truly yours,

MARK C. RATILLA

Faculty