



March 10, 2023

**Ms. Marwen A. Castañeda**

OIC, Office of the University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms. Castañeda,

Greetings!

I am **Jannelle G. Asombrado**, a newly hired instructor of the Institute of Tropical Ecology and Environmental Management. I have been informed that the Cumulus portal is necessary for me to carry out my responsibilities effectively. I am eager to start teaching and I believe that the Cumulus portal will be an essential tool to support my instruction since it will allow me to manage and monitor my classes efficiently.

I am hoping for your positive response. Thank you and God bless!

Very truly yours,

  
**JANNELLE G. ASOMBRADO**  
Part-time Instructor, ITEEM

**Noted:**

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

**Approved:**

**MARWEN A. CASTAÑEDA**  
OIC, Office of the University Registrar