



February 3, 2022

DR. DANIEL LESLIE S. TAN
VP for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan,

I am Loreme S. Cagande, a faculty from the Department of Agronomy. I would like to request for my service record for the purpose of applying NBC 8th cycle.

Thank you so much.

Very truly yours,

L. S. Cagande

LOREME S. CAGANDE
Instructor I

Approved:

DANIEL LESLIE S. TAN
VP for Administration and Finance