



February 23, 2022

**Atty. Rysan C. Guinocor**  
Director, ODAS & FOI Decision Maker  
Visayas State University  
Baybay City, Leyte

Dear Atty. Guinocor,

The Advanced Research and Innovation Center would like to request the service records and certificates of employment of the following faculty members as requirements for the NBC 461-8<sup>th</sup> Cycle:

**Name of Faculty**

**Signature**

Jojane D. Atok

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Chinelo M. Cardaño

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Sarah Jean C. Sugano

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We authorize **Ms. Genalyn M. Apas**, Clerk of the Department of Biotechnology for the processing and claiming of the documents.

In the attachment, is a copy of Ms. Apas' and the faculty's Valid I.D.

Thank you and stay safe!

Respectfully yours,

**MA. THERESA P. LORETO**  
Director, ARIC

Conforme:

**GENALYN M. APAS**  
Authorized Representative