



October 6, 2023

Ms. Marwen A. Castañeda
Office of the University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Castañeda,

Greetings!


I am writing to request access to the Cumulus portal. As a newly hired instructor at 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. With access to the portal, I will be able to access course materials, communicate with my students, and manage my course efficiently.

Thank you for your attention to this matter. I look forward to hearing from you soon.

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

Very truly yours,


MARY JOY B. RAYMUNDO
Part-time Instructor, ITEEM

Noted:

ELIZA D. ESPINOSA
Director, ITEEM

Approved:

MARWEN A. CASTAÑEDA
University Registrar