



February 7, 2022

Charis B. Limbo
Director, Institute of Human Kinetics

Ma'am:

Peace and rejuvenation!

With all due respect, I, Juvy Ann Salazar studying MEd Program specializing Physical Education, would like to request the Department of Institute of Human Kinetics thru your good office (Office of the Graduate School) to please open or offer the following major courses this second semester, the academic year 2021-2022:

Course Code	Descriptive Title
PhEd 211	Organization and Administration of Recreation
PhEd 206	Administration of Physical Education

The prime reason for this humble request is to address my schedule and course load issues and concerns wherein the enumerated courses are not available this second semester according to the given prospectus which may cause unable to enroll and may stop me from schooling. I want to straightforwardly continue with my studies; thus humbly ask your good office to please grant me with my request.


The following name who intend to enroll on the said courses.

PhEd 211 – Organization and Administration of Recreation	PhEd 206 – Administration of Physical Education
1. Juvy Ann R. Salazar	1. Juvy Ann R. Salazar

Your positive response to this letter would be very much appreciated. God bless!

Sincerely,


Juvy Ann R. Salazar
MEd Physical Education Student

Approved:

CHARIS B. LIMBO
Director, IHK