



June 9, 2022

**MARWEN A. CASTAÑEDA**

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

Thru: **ATTY. RYSAN C. GUINOCOR**  
Data Protection Officer

Dear Ma'am;

Good day! We would like to request from your good office the list of names of the graduating students of the SY 2021-2022 2<sup>nd</sup> semester. This information helps us to assess the old accounts of all graduating students of at least one-month advance before the deadline of filing of the clearances because of the following reasons:

1. To help students with unpaid balances to prepare their payments with enough time before deadlines.
2. To lessen the queuing time in signing their clearances because in assessing their accounts using Cumulus One will take to 5 minutes per student.
3. To be ready from the possible risks that will happen during the signing of clearances such as brownout, computer malfunction or no internet available.
4. Overall, this action was made to give good service to our clients such helping our students meet the deadline and also to prevent possible complains from them such as long queuing time, low service provider.

In relation with our purpose, we ask your consideration in approving our request. Thank you!

Prepared by:

  
**JENNIFER G. TINAJA**

In-charge, Student Assessment

Noted by:

  
**NICK FREDDY R. BELLO**

OIC-Head, Office of the Accounting



Recommending Approval

**ATTY. RYSAN C. GUINOCOR**

Director, Office of the Administrative Services

Data Protection Officer

Approved:

**MARWEN A. CASTAÑEDA**

Head, University Registrar