



February 15, 2022

MS. MARWEN A. CASTAÑEDA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Subject: Letter of Transmittal

Dear Ms. Castañeda:

The Office of the Head of Admission is submitting herewith the **Admission Requirements** for Incoming First Year and Transfer Students for SY 2021-2022 which includes the following original documents as compliance for their **PROMISSORY NOTE (FM-OHA-05)**:

Name of Students:		Requirement/s Submitted
ALGARME, SCARLETTE UZZIEL A. (2020-2021)		Original copy of Report Card (F138)
SEVILLEN, MARY KEATHLEEN (2020-2021)	BSGE-2	SHS Permanent Record
OTERO, JENNYCEL B.		Original copy of NSO Birth Certificate
QUILANTANG, ALJOHN E.		Original copy of Report Card (sf9)

Thank you.

Very truly yours,

NANCY V. DUMAGUING
Head, Admissions Office

Noted:

ALELI A. VILLOCINO

Vice President, Student Affairs and Services