



January 31, 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
AGUSTIN, VIANNIE G.	BSA-1	Original Copy of Report Card (SF9)
MOLINA, NESTOR JOSHUA A.	BSChem-1	Original copy of PSA Birth Certificate
MORI, ROWENA A.	BSChem-1	TOR for evaluation with certificate of Transfer credential Original copy of Good Moral Certificate
TOLORIO, JHULIE GRACE N.	BSAB-1	Original Copy of Report Card (SF9)
OLAGUER, DOMY JR. T. (2020-2021)	BSABE	Original copy of PSA Birth Certificate

Thank you.

Very truly yours,

  
**NANCY V. DUMAGUING**  
Head, Admissions Office

**Noted:**

**ALELI A. VILLOCINO**  
Vice President, Student Affairs and Services