



February 4, 2022

**MS. MARWEN A. CASTAÑEDA**  
University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

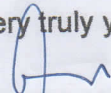
**Dear Maam Marwen:**

Greetings!


Please be informed that I was on sabbatical leave since August of 2021. In this regard, I would like to request that my academic advisees be transferred to **Mr. Karl John A. Galvez** to facilitate their enrolment and other academic concerns. I inadvertently forgot to assign somebody to oversee all my advisees before I took a leave.

Thank you very much and hope for your favourable approval to this request.

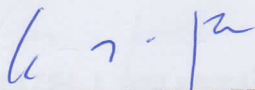
Very truly yours,

  
**BRENDA M. RAMONEDA**  
Associate Professor

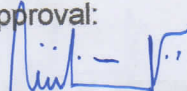
Conforme:

  
**KARL JOHN A. GALVEZ**  
Instructor

Noted:

  
**MARIA HAZEL I. BELLEZAS**  
Head, DoEcon

Recommending Approval:

  
**MOISES NEIL V. SERINO**  
Dean, CME

Approved:

**MARWEN A. CASTAÑEDA**  
University Registrar