



23 February 2022

Ms. Marwen A. Castañeda
University Registrar
Visayas State University

Dear **Ms. Castañeda**,

Good Day!


The office of the Vice President for Student Affairs and Services would like to request a copy of a masterlist of graduating students of all degree programs of VSU. This will be used to email our students to follow up on their medical insurance which is one of the requirements to qualify for limited face-to-face.

It will be highly appreciated if the request will be granted.

Respectfully yours,

NORBERT JOHN O. VILLAS
Education Research Assistant I

Noted by:


2022-13
ALELI A. VILLOCINO
VP for Student Affairs and Services