



March 17, 2022

**DR. BEATRIZ S. BELONIAS**

VP for Academic Affairs  
Office of the Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte

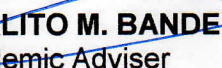
Dear Dr. Belonias,

Greetings!


I regret to inform you that our enrolment focal person made lapses/errors during the validation period. In accordance with this, we would like to transfer **Jonathan Caindoc Aringoy** (BSES – 3) with a student no of **19-1-02509** from the class **Undergraduate Seminar (Envi-199)** to the class **Research Planning and Research Preparation (Envi-198)**. He cannot proceed to the Envi-199 class if he has not enrolled/ finished Envi-198.

Rest assured that we would learn from this mistake so that it will not happen again. We are hoping for your kindest consideration in this matter.

Sincerely yours,

  
**MARLITO M. BANDE**  
Academic Adviser

Noted:

  
**ELIZA D. ESPINOSA**  
Director, ITEEM

Approved:

**BEATRIZ S. BELONIAS**  
VP for Academic Affairs

cc: Registrar's Office

