

6 June 2023

Ms. MA. ROBERTA S. MIRAFLORE

Head

Office of the Records & Archives

Visayas State University

Dear Ma'am:

Greetings!

The Department of Meteorology will apply to COPC for the BS in Meteorology program this year. We need supporting documents and some of these are in your office. With this, we would like to borrow the documents such as:

- Personal Description Sheet (PDS)
- Transcript of Records (TOR)
- Appointment

The following persons allowed this office that their folder containing the above document can be borrowed for the above purpose.

Name	Position	Signature
Edgardo E. Tulin	University President	
Beatriz S. Belonias	Vice Pres for Academic Affairs	
Jannet C. Bencure	Dean, CET	
Charlie S. Andan	Head, DMet	
Rud Luis G. Gonzaga	Faculty, DMet	
Rotsen B. Labisores	Faculty, DMet	
Daniel C. Lor	Faculty, DMet	
Charlindo S. Torrion	Faculty, DMet	
Lorna B. Abamo	Admin Staff, DMet	
Felix C. Abanera	Admin Staff, DMet	
Emmanuel P. Lesidan	Laboratory Aide (Job-Order), DMet	

Very truly yours,

CHARLIE S. ANDAN

Head, Department of Meteorology