



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
ECONOMICS

January 30, 2025

Dr. Rotacio S. Gravoso
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City

Dear Dr. Gravoso:


I am **Honey Grace U. Magpayo**, a 3rd year BS Economics students. I am writing this letter to address my concern with regards to my enrollment. I would like to add RS 24 (Integral Calculus) to my enrolled course since I was not able to pass the subject I took last 1st Semester 2024-2025. Furthermore, I was not able to revert my enrollment yesterday since my academic adviser was on sick leave.

Thank you very much and hoping for your favorable consideration on my request.

Very respectfully yours,


HONEY GRACE U. MAGPAYO
3RD Year BSEcon Student

Noted:


BABYLYN C. LAMBERT
Academic Adviser

LEMUEL S. PRECIADOS
Head, DOE

Recommending Approval:


MARK C. RATILLA
Dean, FME

Approved:

ROTACIO S. GRAVOSO
Vice President for Academic Affairs



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