








February 7, 2022

**Atty. Rysan C. Guinocor**  
Director, ODAS & FOI Decision Maker  
Visayas State University  
Baybay City, Leyte

Dear Atty. Guinocor,

The Department of Biotechnology would like to request the service records and certificates of employment of the following faculty members as requirements for the NBC 461–8<sup>th</sup> Cycle:

Name of Faculty	Signature
Kyza Mae M. Ramoneda	- 
Ma. Theresa P. Loreto	- 
Lourd Franz M. Gabunada	- 
Marciana B. Galambao	- 
Donna Christene Q. Ramos	- 

We authorize **Ms. Genalyn M. Apas**, Clerk of the Department of Biotechnology for the processing and claiming of the documents.


In the attachment, is a copy of Ms. Apas' and the faculty's Valid I.D.

Thank you and stay safe!

Respectfully yours,

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology

Conforme:

  
**GENALYN M. APAS**  
Authorized Representative