





## INSTITUTE OF HUMAN KINETICS

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May 5, 2022

## ATTY, RYSAN C. GUINOCOR

Director, Administrative Services Visayas State University Baybay City, Leyte

## Dear Atty. Guinocor:

Good day!

I am requesting approval from your kind office to allow me to get a copy of my Service Record and other documents from the VSU Records office.

I need the said documents as requirement for my retirement from the government service effective May 24, 2022.

Thank you very much for your kind consideration.

Very truly yours,

ARACELI M. MANAGBANAG Administrative Aide, IHK

Noted:

CHARIS B. LIMBO Director, IHA

Approved:

RYSAN C. GUINOCOR
Director, Administrative Services



Vision: Mission: