



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, IHK

Approved:

RYSAN C. GUINOCOR
Director, Administrative Services