



October 18, 2022

EDGARDO E. TULIN

President

Visayas State University

VSU, Visca, Baybay City, Leyte

THRU: **DANIEL LESLIE S. TAN**

VP for Administration and Finance

Dear Dr. Tulin:

I would like to request that my salary for September 2022 as Laborer be issued in cheque since my family name as reflected in my livebirth as registered and issued by the Philippine Statistics Authority (PSA) is wrongly spelled. The Local Civil Registrar (LCR) in Baybay advised me to change my family name. Hence, I was not able to process my TIN I.D. at BIR Ormoc as one of the requirements in a Landbank ATM.

I need my salary to pay the expenses in changing my family name and processing the documents. I am hoping for your kind consideration and approved on this request.


TERESITA ALENYABON

Biodiversity Center, Laborer

Noted by:


MARLITO M. BANDE

OIC Director, Biodiversity Center

Recommending Approval:

DANIEL LESLIE S. TAN

VP for Administration and Finance

Approved:

EDGARDO E. TULIN

VSU President