



February 28, 2022

**Dr. Edgardo E. Tulin**  
President, Visayas State University  
Visca, Baybay City, Leyte

**Thru: Dr. Angelita L. Paradero**  
Head, Department of Business and Management  
Visayas State University

**Dear Dr. Tulin;**

Greetings!

I would like to request for the updating of my personal records particularly the change in my civil status from single to married and family name. Attached is the copy of my Marriage Certificate for reference.

Respectfully yours,

**JOVIEL TEVES- MONTAÑEZ**  
Assistant Professor  
Department of Business and Management

Noted:

**ANGELITA L. PARADERO**  
Head, DBM

Approved:

**EDGARDO E. TULIN**  
President