



February 17, 2022

**Ms. MARWEN A. CASTAÑEDA**

Office of the University Registrar  
Visayas State University  
Visca Baybay City, Leyte

Dear Ms. Castañeda:

Greetings!

We are writing this letter to humbly request your good office to allow us to open the following subjects:

1. Speech 11- Effective Speech
2. AgSc117- Basics of Project Study and Development

We still follow the BSA old curriculum (2010-2011) and the said subjects are not offered anymore. Enrolling these subjects are very important because this will be the last semester for us to take subjects as we are going to focus on our thesis soon.

Thank you and hoping for your favorable consideration.

Respectfully yours,

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Approved by:

**MARWEN A. CASTAÑEDA**  
University Registrar