

February 7, 2022


Dr. Daniel Leslie S. Tan
Vice President for Administration and Finance
Visayas State University
Baybay City Leyte

Dear *Dr. Tan*,

Greetings!

I am Ms. Bethlehem A. Ponce, a faculty from the Department of Liberal Arts and Behavioral Sciences. I would like to request a copy of my service record for the NBC 461 – 8th cycle. Hoping for a positive response. Thank you and God bless!

Sincerely,


Bethlehem A. Ponce
Faculty, DLABS

Approved by:

Daniel Leslie S. Tan
Vice President for Administration and Finance