



14 February 2022

MRS. MARWEN A. CASTANEDA

Registrar

Visayas State University
Visca, Baybay City, Leyte

Thru: Christian Mikhael Restor
IT Specialist, Registrar's Office

Dear Mrs. Castaneda:

The undersigned would like to respectfully request from your office the transfer advisorship of the below-mentioned student from MICHAEL CARLO C. VILLAS to J-ANNIE EBIT. The change will foster more prompt and hands-on advising.

JHAYZELL VINCULADO LAZARTE

Thank you.

I hope you consider this request.

Yours truly,

MICHAEL CARLO C. VILLAS

Assistant Professor III