



8 July 2022

Ms. Marwen A. Castañeda

University Registrar
Visayas State University

Dear Ms. **Castañeda**,

The Department of Meteorology had webinar on June 29, 2022, and we are giving certificates of recognition & appreciation to our resource speakers. In this connection, we will use the VSU diploma cover for the said certificates. The cover alone can already speak the prestige of our university, and thus, in behalf of the department, I would like to ask permission that I will be allowed to buy at least two (2) diploma cover for this purpose.

Respectfully yours,

Lorna B. Abamo

dDRC, Department of Meteorology