



March 30, 2022

Dr. Daniel Leslie S. Tan
VP for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

Good day!

I am requesting approval from your kind office to allow me to get a copy of my Service Record from the Records office.


I need the document as supporting paper for my application in the Department of Education.

Thank you very much.

Truly yours,


RUBIE JANE M. BATIS
Instructor, IHK

Noted:


CHARIS B. LIMBO, Ed. D.
Director, IHK

Approved:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance