





INSTITUTE OF HUMAN KINETICS

Visayas State University
Visca Baybay City, Leyte 6521-A,
Phone/Fax: 565-0600 local 1046 / (053) 563-7396
Email Address: ihk@vsu.edu.ph
Website: www.vsu.edu.ph

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



Vision: Mission: