



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF ECONOMICS

College of Management and Economics
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October 26, 2022

Dr. Beatriz S Belonias
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dr. Maam:

I am **Adrian L. Ambane**, a first year student taking up Bachelor of Science in Agriculture course. One subject that I enrolled this semester is CpSc 21 (Principles of Crop Production) which has both lecture and laboratory class. However, I found out that I only have laboratory class in this subject as reflected in my COR. I inadvertently forgot to enroll the lecture class.

In this regard, I would like to request approval by your office that I can enroll the lecture class and be added in my COR as advised by Registrar.

Thank you very much and hoping for your favorable approval to this request.

Very truly yours,

ADRIAN L. AMBANE
BSA Student

Noted:

MARIA HAZEL I. BELLEZAS
Academic Adviser and
Head, DoE

ANGELA R. ESCOTOTO
CpSc 21 Lecture Instructor

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs



Management
System

Vision:

A globally competitive university for science, technology, and environmental conservation.