



March 1, 2022

MS. MARWEN A. CASTAÑEDA

University Registrar
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Castañeda

This is to request for transfer of the academic advisees of Ms. Dianna Montes to Ms. Maria Aries Poliquit. Ms Montes has withdrawn her application as instructor of the Department of Business and Management (DBM) this Second Semester SY 2021-2022.

Thank you very much.

Very truly yours.


ANGELITA L. PARADERO
Head, DBM