



December 02, 2021

**MS. MARWEN A. CASTAÑEDA**

University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Letter of Transmittal**

Dear Ms. Castañeda:

The Office of the Head of Admission is submitting herewith the **Admissions Requirements** for Incoming First Year and Transfer Students for SY 2021-2022 which includes the following original documents as compliance for their **PROMISSORY NOTE (FM-OHA-05)**:

Name of Students:		Requirement Submitted
FERNANDEZ, FRITZ GERALDINE Y.	BSChem-1	Original copy of SF10 (Permanent Record)
LINGUIS, VICHÉL JEAN R.	BSN-1	TOR for evaluation purpose
		Good Moral Certificate (w/dry seal)
CADENAS, MARITES G.	BEED-1	ORIGINAL COPY OF REPORT CARD (FORM 138)

Thank you.

Very truly yours,

**NANCY V. DUMAGUING**  
Head, Admissions Office

**Noted:**

**ALELI A. VILLOCINO**  
Vice President, Student Affairs and Services