



February 3, 2022

DR. EDGARDO E. TULIN

President

VSU, Visca Baybay City, Leyte

Dear **Pres. Tulin**:

Greetings!

The undersigned is one of the faculty of Department of Agronomy currently collecting and preparing documents for NBC as per Memorandum Circular No. 13 of 2022 issued last January 28, 2022. However, the released copy of my MS Diploma upon graduation was left in our home in Bohol. Due to travel restrictions and lack of signal, it is difficult for me to secure the mentioned document.

In this regard, I would like to request your good office to allow me to secure a copy of my MS Diploma.

Thank you for your positive response on this request.

Respectfully yours,

L. S. Cagande

LOREME S. CAGANDE

Faculty, DA

Approved:

EDGARDO E. TULIN

President