



December 15, 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
FARAON, KINO C.	BSA-1	Original copy of PSA Birth Certificate
ROMO, PRINCESS REY ANN LENE C.	BSMB-2	Original copy of Report Card (Form 138)
		Original copy of PSA Birth Certificate
		Good Moral Certificate
		ID pictures

Thank you.

Very truly yours,

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

**Noted:**

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