



January 27, 2022

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 **Admission 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
BONGCALES, SARAH F.	BEEd-1	TOR copy for VSU Original copy of PSA Birth Certificate
CORPIN, KEARA CATHERINE A.	DVM-1	Original Copy of Report Card (DepEdForm9)
GELIZON, MA. MARIEL D.	BSN-1	Original Copy of Report Card (DepEdForm9) Original copy of PSA Birth Certificate

Thank you.

Very truly yours,


NANCY V. DUMAGUING
Head, Admissions Office

Noted:


ARELI A. VILLOCINO
Vice President, Student Affairs and Services