



11 August 2023

**MARWEN A. CASTAÑARES**

University Registrar  
Visayas State University  
Baybay City, Leyte

Dear Ma'am:

Good day!

The Department of Meteorology (DMet) would like to ask your good office for the following data:

1. Copy of the Summary of enrollment for BS Meteorology per semester from A.Y. 2019-2020 to A.Y. 2022-2023
2. Copy of the Approved Academic Calendar from A.Y. 2019-2020 to A.Y. 2023-2024 that has signature in it.

The data that our department ask from your office will be used for the upcoming Certificate of Program Compliance (COPC) this month.

Thank you and God bless!

**ROTSEN B. LABISORES**

Instructor I

Noted by:

**CHARLIE S. ANDAN**

Department Head