



February 28, 2022

**Atty. Rysan C. Guinocor**

Director, ODAS & FOI Decision Maker  
Visayas State University  
Baybay City, Leyte

Dear Atty. Guinocor,

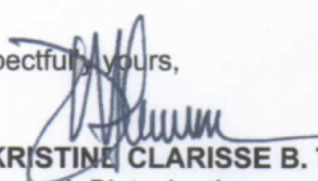
I would like to request my service record, certificate of employment, and certificate of summary for TPES rating (July 2016-June 2019) as requirements for the NBC 461-8<sup>th</sup> Cycle.

I authorize **Ms. Genalyn M. Apas**, Clerk of the Department of Biotechnology, to process and claim the documents.

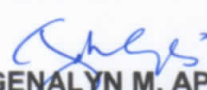
In the attachment is a copy of Ms. Apas' and my Valid I.D

Thank you and stay safe!


Respectfully yours,

  
**EA KRISTINE CLARISSE B. TULIN**  
Instructor I, Biotechnology

Conforme:

  
**GENALYN M. APAS**  
Authorized Representative

Noted:

  
**KYZA MAE M. RAMONEDA**  
OIC-Head, Biotechnology