



November 8, 2022

Dr. Beatriz S Belonias

Vice President for Academic Affairs
Visayas State University
Visca, Baybay City, Leyte

Dr. Maam:

I am **Monaliza B. Impal** (07-1-00194), a first year student taking up Bachelor of Science in Economics course. One subject that I enrolled this semester is Mgmt 101 (Principles of Accounting) which has both lecture and laboratory class. Lately, I found out that I only have lecture class as reflected in my COR. Honestly, I inadvertently miss to enroll the laboratory class. Actually, I have been attending the lecture and laboratory class since the start of classes until the present.

In this regard, I would like to request approval by your office that I can enroll the laboratory class and be added in my COR.

Thank you very much and hoping for your favorable approval to this request.

Very truly yours,

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MONALIZA B. IMPAL
BSEcon I Student

Noted:

IAN
IAN DAVE B. CUSTODIO
Academic Adviser

MARIA
MARIA ARIES ORTEGA-POLIOUIT
Mgmt 121 Lecture & Lab Instructor

Recommending Approval:

MARIA
MARIA HAZEL I. BELLEZAS
Head, DoEcon

Approved:

BEATRIZ S. BELONIAS
Vice President for Academic Affairs