



January 18, 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
BOLOTAOLO, ANNIE ROSE C.	BSDC-1	Original copy of NSO Birth Certificate
CORMANES, DANICA MAE A. (2020-2021)	BSA	Certified True Copy of Report Card(Form138) Original copy of PSA Birth Certificate

Thank you.

Very truly yours,

NANCY V. DUMAGUING
Head, Admissions Office

Noted:

ALELI A. VILLOCINO
Vice President, Student Affairs and Services