



March 31, 2022

Atty. Rysan C. Guinocor
Director, ODAS and FOI Decision Maker
Visayas State University
Visca, Baybay City, Leyte

Dear Atty. Guinocor:

Good day!

I am requesting approval from your kind office to allow me to get a copy of my Service Record from the Records office.


I need the document as supporting paper for my application in the Department of Education.

Thank you very much.

Truly yours,


RUBIE JANE M. BATIS
Instructor, IHK

Noted:


CHARIS B. LIMBO, Ed. D.
Director, IHK

Approved:

Atty. Rysan C. Guinocor
Director, ODAS and FOI Decision Maker