





## **INSTITUTE OF HUMAN KINETICS**

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March 31, 2022

Atty. Rysan G. 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



Vision: Mission: