

**Angela M. Torremocha**

Brgy. Guadalupe Baybay City, Leyte

6521

torremochaangela111@gmail.com

09385990386

**June 28, 2025**

**Institute of Human Kinetics**

Visca, Baybay City, Leyte

6521

Dear Ma'am/Sir,

Good day!

I am **Angela M. Torremocha**, a graduating student of **Bachelor of Physical Education** at **Visayas State University**, and I recently submitted my application for the position of part-time **Instructor** in your esteemed institute.

I am writing to kindly request your consideration regarding the submission of my **Transcript of Records (TOR)**. My official graduation is scheduled for **July 24, 2025**, and the release of my TOR will follow shortly thereafter. As such, I will not be able to submit the document before the job application deadline on **July 5, 2025**.

I assure you that I will provide the TOR **immediately after my graduation**. In the meantime, I am willing to submit any available documents such as a **Certificate of Candidacy for Graduation** or any related proof, if needed.

Thank you very much for your understanding and consideration. I look forward to the opportunity to contribute to your team.

Respectfully yours,

**Angela M. Torremocha**

Graduating Student – Bachelor of Physical Education

[torremochaangela111@gmail.com](mailto:torremochaangela111@gmail.com)



**VISAYAS**  
STATE UNIVERSITY

# UNIVERSITY REGISTRAR

## CLEARANCE

### INSTRUCTION:

A student who is graduating, transferring, leaving the University, or applying for employment is required to accomplish this clearance form in six (6) copies.

Student Number	Last Name	First Name	Middle Name	Course and Year
21-1-00134	TORREMOCNA	ANGELA	MANDING	BPED-4

Home Address : SAN JOSE TALBON, BOHOL

Contact Number : 09385990386

Number of Semester in VSU: 9

☒ Graduating ☐ Not Graduating

Date Admitted in VSU : SEPTEMBER, 2021

Last term enrolled in VSU: 2ND, A.Y. 2024-2025

Date: 06/03/25

**The University President**  
Visayas State University  
Visca, Baybay City, Leyte

Sir/Madam:

I am passing this clearance to find out and settle all my academic, monetary, property responsibilities and administrative/disciplinary cases to this University.

CHARIS B. LIMPO-SIVERA  
Signature of Academic Adviser  
Over Printed Name

[Signature]  
Signature of Student

### REASONS FOR CLEARING

- ☒ Graduating (Specify degree/course) BPED  
☐ Transfer to other schools  
☐ Family problem

- ☐ Financial difficulty  
☐ Find academic work difficult  
☐ Health Reasons  
☐ Employment

☐ Other reasons (write below)

**WE CERTIFY THAT** this student is cleared of academic, monetary, property, and administrative/ disciplinary cases/ responsibilities.

### Signature Over Printed Name

1. ANDREW A. MAZO  
Department Head

3. VICENTE A. GILOS  
University Librarian

6. CHRISTINA A. GABRILLO  
Director, Student Affairs and Services

2. LEO A. MAMOCO  
Faculty, Dean  
(Undergraduate Students only)

4. NICK FREDDY R. BELLO  
University Accountant

Approved:

[Signature]  
Director, Graduate Education  
(Graduate Students only)

5. RAYMUND M. IGCASAMA  
University Registrar

PROSE IVY G. YEPES  
University President

Distribution of copies: 1-Registrar, 1-Student, 1-Dean of Students, 2-Accounting, 1-College/Graduate School Dean



**UNIVERSITY REGISTRAR**  
Visayas State University, 1/F Administration Building  
Visca, Baybay City, Leyte  
Email: registrar@vsu.edu.ph  
Website: www.vsu.edu.ph  
Phone: +63 53 565 0600 Local 1010

Page 1 of 1  
FM-REG-17  
v02 02-09-2023  
No. 25-034