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September 02, 2022

**Analyn M. Mazo, PhD.**

Department Head

Department of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good day! I would like to ask for consideration regarding my Transcript of Records (TOR). It will be released by the VSU-Registrar starting on September 22, 2022. I hope I can submit it as a follow-up document, once obtained. Thank you!

Respectfully Yours,

Joyce Melendres