

December 17, 2019

Office of the University Registrar

Eastern Visayas State University

Salazar St, Downtown, Tacloban City, Leyte

## **AUTHORIZATION LETTER**

Dear Ma'am/Sir:

I am Ma. Dina D. Urmeneta and I would like to authorize Kriztan D. Urmeneta to pick up my Official Transcript of Records in your school. I cannot claim the Transcript of Records because I'm currently busy with work.

I'm authorizing also Kriztan D. Urmeneta to sign any documents or school clearance that would help to release my Transcript of Records immediately.

I hope you understand my situation.

Thank you very much.

Very truly yours,

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Ma. Dina D. Urmeneta