

OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Bursar. Thru: University Librarian, Thru: College Librarian, Date: 27 th September, 2024.
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RE: REFUND OF TWO (2) YEARS FOUR (4) MONTHS BASIC SALARIES

In furtherance to your memo dated 23rd February, 2024 with reference no **BUR/STM/02/24/0001** refers please.

I write to inform you that I have paid the sum of seven hundred and three thousand, four hundred and forty-six naira, and eighty kobo (**#703,446.80k**) to the coffers of the University as directed.

I attached copies of the evidence of payment of the said sum for your kind attention.

I want to sincerely thank the Management for its magnanimity.

Thank you Sir.

Olalekan Moses FADARE

SSNT/PF/0485

moses.fadare@uniosun.edu.ng.

08031538694



OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: 27 th September, 2024.
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RE: REFUND OF TWO (2) YEARS FOUR (4) MONTHS BASIC SALARIES

In furtherance to your memo dated 4th December, 2023 with ref no **REG/ESTAB/ADM/004D/24** refers please.

I write to inform you that I have paid the sum of seven hundred and three thousand, four hundred and forty-six naira eighty kobo (**#703,446.80k**) to the coffers of the University as directed.

I attached copies of the evidence of payment of the said sum for your kind attention.

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Thank you Ma.

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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Vice Chancellor. Thru: University Librarian, Thru: College Librarian, Date: September 27, 2025.
--	--

**REQUEST FOR THE ADMISSION OF MY BIOLOGICAL SON TO STUDY LAW AT THE
OSUN STATE UNIVERSITY**

I humbly write to forward a formal request for the admission of my biological Son by name **Fadare Victor Olamide to study Law** at the Osun State University.

I attached herewith the photocopies of his credentials and other necessary documents for your kind attention Sir.

I would be most obliged if my request is favourably granted.

Thank you Sir.

FADARE Olalekan Moses.
SSNT/PF/0485
moses.fadare@uniosun.edu.ng.
08031538694.



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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: September 7, 2025.
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**REQUEST FOR THE APPROVAL TO ATTEND FIVE (5) WORKING DAYS TETFUND
CONFERENCE WORKSHOP**

I humbly write to forward a formal request for the University Management approval to attend five (5) working days TETFund conference workshop organized by the Administrative Staff College of Nigeria (ASCON), Topo – Badagry, Lagos State.

The title of the workshop is “ETHICS AND ATTITUDINAL CHANGE IN THE PUBLIC SERVICE” holding on Monday September 22 and end on Friday September 26, 2024 [4rd Run] at the International Conference Centre University of Ibadan, Oyo State, Nigeria.

I attached herewith a copy of TETFund attendance nomination form and other necessary documents for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Ma.

Olalekan Moses FADARE.
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INTERNAL MEMORANDUM**

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: December 29, 2025.
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**REQUEST FOR APPROVAL TO PURSUE MASTER DEGREE IN LIBRARY AND
INFORMATION STUDIES.**

I write to forward a formal request for the University Management approval to pursue Master Degree in Library and Information Studies at the Department of Library, Archival and Information Studies, Faculty of Education, University of Ibadan, Oyo State, Nigeria.

I have been offered admission by the above named University of Ibadan and the programme is expected to last for two (2) years commencing from 2025/2026 academic session.

I attached a copy of the admission letter and other necessary documents for your kind attention.

I would be most obliged if my request is favourably granted.

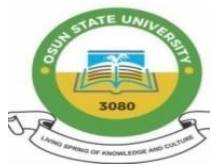
Thank you Ma.

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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: University Librarian/Chairperson, Library Review Panel. Thru: College Librarian, Date: January 20, 2026.
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RE: REQUEST FOR APPROVAL TO PURSUE MASTER DEGREE IN LIBRARY AND INFORMATION STUDIES.

I write to forward a formal request for the University Management approval for two (2) days release (Mondays and Tuesdays) to pursue Master Degree in Library and Information Studies at the Department of Library, Archival and Information Studies, Faculty of Education, University of Ibadan, Oyo State, Nigeria.

I have been offered admission by the above named University of Ibadan and the programme is expected to last for two (2) years commencing from 2025/2026 academic session.

I attached a copy of the admission letter and time table of the programme for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Sir.

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From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Vice Chancellor. Thru: University Librarian, Thru: College Librarian, Date: September 27, 2025.
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**REQUEST FOR THE ADMISSION OF MY BIOLOGICAL SON TO STUDY LAW AT THE
OSUN STATE UNIVERSITY**

I write to forward a formal request for the admission of my biological Son by name **FADARE VICTOR OLAMIDE** to study Law at the Osun State University.

I attached herewith the photocopies of his credentials and other necessary documents for your kind attention Sir.

I would be most obliged if my request is favourably granted.

Thank you Sir.

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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter)	To: The Registrar.
	Thru: University Librarian,
	Thru: College Librarian,
Ref: REG/ESTAB/SSNT/PF/0485	Date: September 04, 2025.

**REQUEST FOR PERMISSION OF FIVE (5) WORKING DAYS TO ATTEND TETFUND
CONFERENCE WORKSHOP**

I write to forward a formal request for the University Management approval of five (5) working days to attend TETFund Conference workshop. **The title of the workshop is “MASTERING SECURITY, SAFETY CONTROL, INVESTIGATION CRIME TECHNIQUES & IMPROVEMENT,” holding on Monday September 22 to Friday September 26, 2025 [4th Run] at the International Conference Centre University of Ibadan, Oyo State, Nigeria.**

I attached herewith a copy of TETFund attendance nomination form and other necessary documents for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Ma.

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INTERNAL MEMORANDUM**

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: December 29, 2025.
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I would be most obliged if my request is favourably granted.

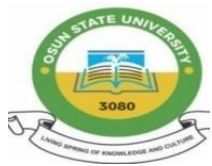
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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: University Librarian/Chairperson, Library Review Panel. Thru: College Librarian, Date: January 20, 2026.
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RE: REQUEST FOR APPROVAL TO PURSUE MASTER DEGREE IN LIBRARY AND INFORMATION STUDIES.

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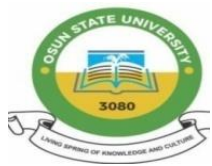
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I attached herewith a copy of the admission letter and time table of the programme for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Sir.

FADARE, Olalekan Moses.
SSNT/PF/0485
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0803153



**OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM**

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Vice Chancellor. Thru: University Librarian, Thru: College Librarian, Date: September 27, 2025.
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**REQUEST FOR THE ADMISSION OF MY BIOLOGICAL CHILD TO STUDY LAW AT THE
OSUN STATE UNIVERSITY**

I write to forward a formal request for the admission of my biological Child by name **FADARE VICTOR OLAMIDE** to study Law at the Osun State University.

I attached herewith the photocopies of his credentials and other necessary documents for your kind attention Sir.

I would be most obliged if my request is favourably granted.

Thank you Sir.

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INTERNAL MEMORANDUM

From: Supervisor (Porter)	To: The Registrar.
	Thru: University Librarian,
	Thru: College Librarian,
Ref: REG/ESTAB/SSNT/PF/0485	Date: September 04, 2025.

**REQUEST FOR PERMISSION OF FIVE (5) WORKING DAYS TO ATTEND TETFUND
CONFERENCE WORKSHOP**

I write to forward a formal request of five (5) working days to attend TETFund conference workshop organized by the Nigerian Institute of Public Relations Lagos State Chapter.

The title of the workshop is “**MASTERING SECURITY, SAFETY CONTROL, INVESTIGATION CRIME TECHNIQUES & IMPROVEMENT,**” holding on Monday September 22 to Friday September 26, 2025 [4th Run].

I attached herewith a co

CURRICULUM VITAE

A. GENERAL INFORMATION

- | | |
|---|--|
| 1. NAME: | Olalekan Moses FADARE. |
| 2. DATE AND PLACE OF BIRTH: | October 4,1981/ Modakeke |
| 3. GENDER: | Male |
| 4. NATIONALTY: | Nigerian |
| 5. STATE OF ORIGIN: | Osun |
| 6. LOCAL GOVT. OF AREA: | Ife East |
| 7. MARITAL STATUS: | Married |
| 8. NAMES AND AGES OF CHILDREN: | i. Joy (27yrs)
ii. Victor (24yrs)
iii. Favour (20yrs)
iv. Flourish (2yrs) |
| 9. NAME AND RELATIONSHIP OF
NEXT OF KIN WITH TELEPHONE: | Fadare Victor
Olamide/Son/08134850162 |
| 10. PERMANENT CONTACT ADDRESS: | Osungbolu Compound,
Modakeke. |
| 11. E-MAIL ADDRESS: | moses.fadare@uniosun.edu.ng |
| 12. CELL PHONE NUMBER: | 08031538694 |
| 13. COLLEGE/FACULTY: | Humanities & Culture/Ikire
Campus |
| 14. DEPARTMENT: | Library |
| 15. POSITION OF FIRST APPOINTMENT
WITH THE UNIVERSITY/ YEAR: | Library Porter/May 24, 2012. |
| 16. PRESENT POSITION AND SALARY: | Supervisor (Porter)
CONNUNASS 6 Step 5 |
| 17. DATE OF PRESENT POSITION: | October 1, 2022/Supervisor
(Porter) |
| 18. IS YOUR APPOINTMENT CONFIRMED? | Yes. |
| 19. IF NO, WHY | Not Applicable |
| 20. DATE OF CONFIRMATION OF
APPOINTMENT: | December 16, 2015. |

B. EDUCATION BACKGROUND

Educational Institutions Attended with Dates:

- | | | |
|------|---|--------------|
| i. | Osun State University, Osogbo. Osun State. | 2014 to 2022 |
| ii. | Federal Polytechnic Ede, Osun State. | 1995 to 1998 |
| iii. | Wanikin Grammar School, Ile Ife, Osun State. | 1989 to 1995 |
| iv. | Saint Mathew's Anglican Primary School, Sagi, Modakeke, Osun State. | 1984 to 1989 |

Academic and Professional Qualifications with Dates:

- | | | |
|------|---|------|
| i. | National Youth Service Corps (Exemption Letter) | 2023 |
| ii. | LL.B. Hons. Law (Second Class Lower Division) | 2022 |
| iii. | National Diploma (Financial Studies) | 1998 |
| iv. | West African Senior School Certificate (WAEC). | 1995 |
| v. | Primary School Leaving Testimonial | 1989 |

Other Relevant Qualifications:

Certificate in Computer Appreciation	2010
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A. Honours, Awards and Distinctions:	Nil
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B. Research Fellowships with Date:	Nil
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A. WORK EXPERIENCE OUTSIDE THE UNIVERSITY SYSTEM (including names and addresses of employers):

- | | | |
|------|--|--------------|
| i. | Itedo Olu Farming Enterprises, Ogere Remo, Ogun State. | 2000 to 2005 |
| | Account Officer. | |
| ii. | Nigerian Breweries, Ibadan, Oyo State. | 2005 to 2008 |
| | Brewer. | |
| iii. | Sky Boss Security Service Attached to Osun State University, Ejigbo Campus. | 2010 |
| iv. | Supervisor | |
| v. | Osun State University, Works and Physical Planning Unit, Ejigbo Campus. | 2010 to 2012 |
| | Environment Maintenance | |

B. WORK EXPERIENCE IN OTHER UNIVERSITY (including names and addresses of employers):

NIL

C. WORK EXPERIENCE IN OSUN STATE UNIVERSITY:

Supervisor (Porter)

- i. Safeguarding Library Resources.
- ii. Checking the in and out of library users.
- iii. Shelving and shelve reading of library books.
- iv. Process and pre cataloguing of books.
- v. Directing the library users to appropriate places in the library.
- vi. Charging and discharging of books to library users
- vii. Registration of library users.
- viii. Performing any other duties as may from time to time be required by the College Librarian.

D. CO – CURRICULAR PROFESSIONAL EXPERIENCE:

- i. Information and Communication Technology Skills
- ii. Managerial Skills.
- iii. Team Skills.

E. MEMBERSHIP OF PROFESSIONAL BODIES:

Nigerian Association of Patent and Proprietary Medicine Dealers (NAPPMED), Lagelu Division, Ibadan, Oyo State.

F. SERVICE:

To the University:

- i. Contribution towards the completion of Osun State University access road leading to the main gate.

Departmental Level in Osun State University College of Law, Ifetedo Campus:

Played significant roles in the successful accreditations exercise at the College of Law, Ifetedo Campus.

Participated actively during the relocation of Osun State University old law library to its new library.

Departmental Level in Osun State University College of Humanities and Culture, Ikire Campus:

An active participant that prepared College of Humanities and Culture library, Ikire Campus for its successful accreditations exercise in 2023 to 2025.

Encouraging undergraduate students on how to make use of the library.

To the Community:

Encouraging reading habit.

Updating the community in their area of information needed.

Participated in Christian religious programme.

Counseling the youth.

NATIONAL: Nil

INTERNATIONAL: Nil

G. PUBLICATION:

A critical examination of the requirement of long possession in declaration of title to land under Nigerian customary law.

H. CONFERENCE ATTENDED (including the titles of the papers presented if any):

In house training course on ‘Fire prevention, safety & management’ for staff and officers held at the Osun State University College of Law, Ifetedo Campus in 2016 by Brains Exchange Communications Network Limited.

I. EXTRA CURRICULAR ACTIVITIES:

Reading.

Public speaking

Writing.

Traveling.

Watching movies.

Listening to news and sports

Meeting people.

J. ANY OTHER RELEVANT INFORMATION:

Member: Senior Staff Association of Nigerian Universities (SSANU), UNIOSUN Branch.

Member: Non - Academic Staff Union of Educational Associated Institutions (NASU), UNIOSUN Branch.

K. SUMMARY OF CONTRIBUTION OF KNOWLEDGE.

NIL

L. REFEREES:

Professor Olaide Abass GBADAMOSI (SAN).

Osun State University,

College of Law,

Ifetedo Campus,

08037171817.

Professor Mojeed Olujinmi ALABI,

Osun State University,

College of Law,

Ifetedo Campus.

08121432670

Dr. Ajibola Sunmade GBOTOSHO.

Associate Professor,

Osun State University,

Faculty of Computing and Information Technology (FOCIT),

Department of Library and Information Science,

Main Campus,

Osogbo.

08033555255.

NAME

Signature

Date



OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS

LIBRARY DEPARTMENT

INTERNAL MEMORANDUM

From: Supervisor (Porter)	To: The Bursar.
Ref: REG/ESTAB/SSNT/PF/0485	Date: July 4 , 2025.

RE: RECOMMENDATION OF STAFF WELFARE COMMITTEE ON REDUCTION OF TUITION FEES PAYABLE BY STAFF HAVING BIOLOGICAL CHILD/CHILDREN IN THE UNIVERSITY.

Consequent upon the approval of the Council with **REF: REG/CA/CM/002/919** that 50% of tuition fee be paid by biological Child/Children Staff of the University.

I humbly write to forward a formal request for refund of 50% of the tuition fees paid in respect of my Child for 2024/2025 academic session. You may wish to know Sir that I have made the full payment of my Child School fee for the 2024/2025 academic session.

These are the details of my Child:

Name: Fadare Favour Olorunjedalo

Gender: Female

Course: Public and International Law

Matric No: 2023/52336

Level: LL.B 2

I attached herewith the photocopies of the evidence of payment of school fees and other relevant documents for your kind attention Sir.

I would be obliged if my request is favourably granted.

Thank you Sir.

FADARE Olalekan Moses.

SSNT\PF\0485.

moses.fadare@uniosun.edu.ng

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INTERNAL MEMORANDUM

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INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: June 20, 2025.
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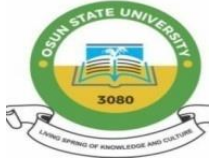
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Thank you Sir.

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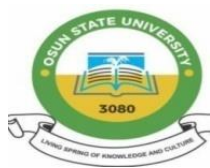
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22 to Friday September 26, 2025 [4th Run]**.

I attached herewith a copy of TETFund attendance nomination form and other necessary documents for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Ma.

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REQUEST FOR THE UPGRADING FROM SUPERVISOR PORTER TO LIBRARIAN 11 ON COMPASSIONATE GROUNDS

I write to inform you that I have paid the sum of seven hundred and three thousand, four hundred and forty-six naira, and eighty kobo (#703,446.80k) to the coffers of the University as directed.

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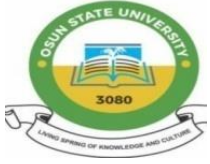
Thank you Sir.

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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM**

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: December 10, 2025.
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REQUEST FOR MY ACADEMIC TRANSCRIPT

I humbly write to forward a formal request for my academic transcript. You may wish to know ma, that I am a graduate of Osun State University, College of Law, Ifetedo Campus with matriculation number: **Law/2014/0028**.

I attached a copy of evidence of payment of the requisite sum for your kind attention.

I want the said transcript to be send directly to the Registrar, University of Ibadan, Oyo State, Nigeria.

I would be most obliged if my request is favourably granted.

Thank you Ma.

FADARE, Olalekan Moses.
SSNT/PF/0485
moses.fadare@uniosun.edu.ng.
08031538694.



OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Vice Chancellor. Thru: University Librarian, Thru: College Librarian, Date: September 10, 2025.
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**REQUEST FOR THE ADMISSION OF MY BIOLOGICAL SON TO STUDY LAW AT THE
OSUN STATE UNIVERSITY.**

I write to forward a formal request for the admission of my biological son by name **Fadare Victor Olamide to study Law** at the Osun State University.

Find attached herewith the photocopies of his credentials and other necessary documents for your kind attention Sir.

I would be most obliged if my request is favourably granted.

Thank you Sir.

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OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: September 04, 2025.
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**REQUEST FOR PERMISSION OF FIVE (5) WORKING DAYS TO ATTEND TETFUND
CONFERENCE WORKSHOP**

I write to forward a formal request of five (5) working days to attend TETFund conference workshop organized by the Nigerian Institute of Public Relations Lagos State Chapter.

The title of the workshop is “MASTERING SECURITY, SAFETY CONTROL, INVESTIGATION CRIME TECHNIQUES & IMPROVEMENT,” holding on Monday September 22 to Friday September 26, 2025 [4th Run] at the International Conference Centre University of Ibadan, Oyo State.

Find attached herewith a copy of TETFund attendance nomination form and other necessary documents for your kind attention.

I would be most obliged if my request is favourably granted.

Thank you Ma.

FADARE Olalekan Moses.
SSNT/PF/0485
moses.fadare@uniosun.edu.ng
08031538694.



OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485a	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: September 27, 2025.
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**REQUEST FOR THE UPGRADING FROM SUPERVISOR PORTER TO LIBRARIAN 11 ON
COMPASOSIONATE GRUNDS**

I write to inform you that I have paid the sum of seven hundred and three thousand, four hundred and forty-six naira, and eighty kobo (#703,446.80k) to the coffers of the University as directed.

I attached a copy of the evidence of payment of the said sum for your kind attention.

I want to sincerely thank the University Management for its magnanimity.

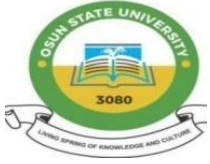
Thank you Sir.

FADARE, Olalekan Moses.

SSNT/PF/0485

moses.fadare@uniosun.edu.ng.

08031538694



**OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM**

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: December 10, 2025.
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REQUEST FOR MY ACADEMIC TRANSCRIPT

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I shall be grateful if my request is favourably granted.

Thank you Ma.

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OSUN STATE UNIVERSITY, OSOGBO
COLLEGE OF HUMANITIES AND CULTURE
IKIRE CAMPUS
LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Vice Chancellor. Thru: University Librarian, Thru: College Librarian, Date: September 10, 2025.
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OSUN STATE UNIVERSITY.**

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LIBRARY DEPARTMENT
INTERNAL MEMORANDUM

From: Supervisor (Porter) Ref: REG/ESTAB/SSNT/PF/0485	To: The Registrar. Thru: University Librarian, Thru: College Librarian, Date: September 04, 2025.
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