

May 7, 2024

Dr. Rotacio Gravoso
Vice President for Academic Affairs
Visayas State University
Visca, Baybay City

Dear Sir:

I am **Charity Ann Ruiz**, one of the 4th year students of the Department of Animal Science with student number 20-1-02062. I am writing to explain why I was not able to submit the completion form on time.

I apologize for not submitting the form during the deadline because I have been staying at Tacloban for almost three months because my mother is undergoing chemotherapy. My mother has stage 4 breast cancer, I really need to be with her and take care of my mother and recently she was confined in EVMC because my mother was anemic and after she was charged last week.

I also was not aware that the deadline of the submission was yesterday, May 6. It is because the last time I visited registrar I saw that the deadline of the submission was May 24.

Thank you much and I am hoping for your kind consideration.

Respectfully yours,


CHARITY ANN RUIZ
Student

Noted:


ZYRA MAY H. CENTINO
Faculty Incharge

Received: May 7, 2024

Approved:

ROTACIO GRAVOSO
Vice Pres. for Acad. Affairs