



April 07, 2022

Dr. Edgardo E. Tulin
President

Through: Atty. Rysan C. Guinocor
Director, Administrative Services

Dear Sir:

*Good day!

I am Jan Pauline Ababat working as a Office Clerk in the Tree Management Committee under the College of Forestry and Environmental Science. I am writing this letter to you to request for a transfer of my salary from April 1-15, 2022 into cheque. Due to the delay of my TIN, I have not yet secured my landbank account that every employee of the university must have. I will do my very best to secure the needed document for me to be able to get my landbank account.

I am hoping for your positive response in this matter. Thank you and God bless.

Sincerely yours,

Parto
JAN PAULINE ABABAT

Recommending Approval:

ATTY. RYSAN C. GUINOCOR
Director, Administrative Services

Approved by:

DR. EDGARDO E. TULIN
President