

July 25, 2024

Dear Sir/Madam,

Good day, my name is Kurt Jose Daniel D. Ceniza, I have recently applied to the Department of Philosophy and Social Sciences as a part-time instructor and recently my application has been approved by the Department.

Currently, the Department is in need of my Transcript of Records to formalize the recommendation and unfortunately, my TOR is still being processed by my university.

With this, I am asking of your good office for your patience as I am yet to receive my transcript of records. Please be ensured that I am communicating with my previous university to have the transcripts as soon as possible.

Thank you and have a good day ahead!



Kurt Jose Daniel D. Ceniza