

January 03, 2025

MR. MARK RYAN TRIPOLE
Department Head, DoPAC
VSU, Visca, Baybay City, Leyte

DEAR SIR:

I am writing this note to formally inform you that I currently do not have a personal copy of my TPES back when I served as a Part-Time Instructor at DoPAC (2022) but I assume the department already has a copy of the file. With that said, I will also formally submit it once I obtain my personal copy. I am hoping for your consideration. Thank you.

Sincerely,
Raymond R. Ocares