

November 22, 2020

Mrs. Lourdes B. Cano
Director, ODAS/HRM
VSU, Baybay City, Leyte

Dear Mrs. Cano,

Good day! The important documents that are required for online job application to be submitted in the VSU HRIS such as Official Transcript of Records and CSC Eligibility respectively. Unfortunately, I had no copy of my Official Transcript of Records as of now but I requested online for my Official TOR on November 20, 2020 in the Office of the University Registrar. I will be submitting the required document once the Office of the University Registrar grant my request through online soon. However, I had no CSC Eligibility Certificate as of now with the constraint of pandemic that the CSC Examination was cancelled or moved. Furthermore, I will take the CSC Examination next year through COMEX or online examination and wait for the further announcement of the Civil Service Commission.

Very truly yours,

A handwritten signature in black ink, appearing to read "Kim Franz B. Cabugwason".

KIM FRANZ B. CABUGWASON