

MARIA ROBERTA S. MIRAFLOR

Head

Records Management and Archives

Visayas State University

Visca, Baybay City, Leyte

April 10, 2025

Dear Ma'am/Sir,

Greetings!

It is my deepest regret to inform you that my Performance Rating Form from my previous job is not yet given to me. I hope you would consider this, and let me pass the lacking document when it is available already.

Respectfully yours,



MANUEL D. MAHUSAY JR.

mj.mahusay56@gmail.com

(+63)915 8676 606