

## LETTER OF APOLOGY

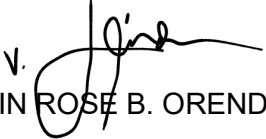
July 24, 2022

To whom it may concern,

Good day! I would like to apologize for the absence of my Transcript of Record (TOR) as a required document for my application as a part-time instructor in DLABS, Visayas State University. The said document is still to be processed. Hence, my TOR will be submitted as soon as it becomes available to claim in the university.

I would appreciate your consideration.

Sincerely,

  
VIRGIN ROSE B. ORENDAIN