

QUEEN-EVER Y. ATUPAN

Head

Cash Office

Visayas State University

Visca, Baybay City, Leyte

December 6, 2019

Ma'am,

In relation to my application for the position of *Administrative Officer I (Cashier I)* at VSU Main - Cash Office, I would like to respectfully request that you accept the documents unavailable for my application. Unfortunately, the following documents are unavailable to me at the moment:

- Performance Rating
- Training Certificate

I have not been able to secure employment in the past few months after I completed my bachelor's degree, nor have I attended any training sessions recently. Should you require any other documents pertinent to my application, please feel free to contact me at 0948-9422-920 or via email at lovelypacate07@gmail.com.

Thank you for considering my application.

Respectfully yours,



LOVELY JOY M. PACATE

Applicant