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HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Subject: MOST RECENT PERFORMANCE RATING

Dear Ma'am,

I hope this message finds you well. I am writing to inform you that I am unable to provide a copy of a recent performance rating, as it is not applicable in my situation.

Thank you for your understanding.

Sincerely,

Saralyn Guillen

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