

Brgy. San Isidro,
Mahaplag, Leyte
August 19, 2022

To:

Dr. Shalom Grace C. Sugano
School Principal
Visayas State University
Integrated High School

Dear Dr. Sugano,

Greetings!

I am writing you this letter to inform you regarding some of my lacking documents or requirements for the application you posted on the VSU webpage. In the mean time, I am still requesting my Transcript of Records from the registrar's office. I promise to work on it as soon as possible.

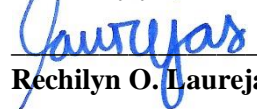
With regards to the Performance Rating, I believe we, the fresh graduates, don't have this kind of document.

In the part where you asked for my eligibility/rating/license, I regret to inform you that I don't have this kind of documents. In the mean time, I am still in the process of reviewing for the upcoming licensure examination for teachers this coming March 2023.

I am praying that despite the absence of some documents, you will still consider my application as the part-time instructor in your institution.

Thank you and may God Bless you!

Very truly yours,



Rechilyn O. Laurejas