

05 June 2024

Ms. Honey Sofia V. Colis
Director, HRMO
Visayas State University

Thru: **Ms. Jennifer E. Ando**
Head, RSPPRO

Dear **Ms. Colis:**

Greetings!

I am writing to inform you that I am in the process of requesting my performance rating from the Recruitment, Selection and Placement and Personnel Records Office (RSPPRO). As soon as I receive this document, I will promptly submit it for your review.

I apologize for any inconvenience this delay may cause and assure you that I am making every effort to expedite the request. I appreciate your understanding and patience in this matter.

Thank you for your consideration.

Sincerely,


LUVILLA G. ALCOBER