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Visayas State University  
Pangasugan, Baybay City, 6521  
June 22, 2024

**APROF. AL FRANJON M. VILLAROYA**

Head, Department of Philosophy and Social Sciences  
VSU Main Campus

Dear Sir,

At the moment, I don't have a physical nor an electronic copy of my diploma for I have submitted my original copy to the office of Ms. Honey Sofia Colis for my appointment as Instructor I. I was also not able to retrieve another copy from my alma mater due to the limitations of time. If in any case, a copy of my diploma is critically needed for me to proceed with the application, I would gladly ask the HRMO to lend it to me briefly for reproduction.

Thank you very much, Sir!

Respectfully,



ALAINA G. LARRAZABAL