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**COLLEGE OF VETERINARY MEDICINE**  
Department of Veterinary Paraclinical Sciences

**HARVIE P. PORTUGALIZA**  
OIC, College Dean, CVM  
College of Veterinary Medicine  
Visayas State University  
Visca, Baybay City, Leyte

RA: Application for Administrative Aide III (Clerk I)

Dear Dr. Harvie,

I view of my application as an Administrative Aide III (Clerk I) at the College of Veterinary Medicine, I would like to request your good office to accept my other requirements pending the submission of the following document:

- Transcript of Records

I have already secured my application of the said document at the Visayas State University - Registrar however, they have informed me that the releasing of TOR is not yet ready. I promise to obtain and submit the said document whenever the university registrar is ready for releasing.

Thank you very much.

Sincerely,

Angel Grace S. Dela Cruz

Administrative Aide III (Clerk I) Applicant