

Brgy. San Isidro,  
Mahaplag, Leyte  
September 14, 2022

To:

Dr. Jett C. Quebec  
Department Head,  
Department of Liberal Arts  
and Behavioral Sciences

Dear Dr. Quebec,

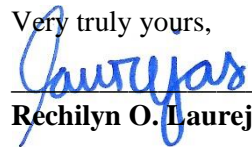
Greetings!

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

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 God Bless you.

Very truly yours,

  
**Rechilyn O. Laurejas**