

JULY 18, 2025

**CHERRY N. ROLA**

Department Head

Department of Arts, Languages, and Literature-old

Visayas State University

**Submission of Incomplete/Lacking Employment Requirements**

I, JOHN MARK G. CEDA, of legal age, currently applying for the position as Part-time Instructor in the Department of Arts, Languages, and Literature-old (DALL) of Visayas State University – Main Campus hereby acknowledge that I have not yet submitted all the required documents necessary for my employment records.

The following documents are still pending submission:

- Diploma
- Transcript of Records
- Certificate of Employment

I sincerely apologize for the delay and respectfully request for additional time to complete and submit the aforementioned requirements. I hereby promise to submit all pending documents on or before August 4, 2025.

I understand that failure to comply with this commitment may result in appropriate administrative action from the department, and I accept full responsibility for any consequences that may arise from this delay.

Thank you for your understanding and kind consideration.

Sincerely yours,



JOHN MARK CEDA

Applicant