

**Honey Sofia V. Colis**

Director, HRMO

VSU, Baybay City, Leyte Philippines

Dear Ma'am Colis,

Genuinely, I do not have a Performance Rating because of no work experience. I submitted my application for job opportunities that does not require a work experience. Apparently, The Performance Rating has an asterisk which is the main reason I cannot submit my available documents without the Performance Rating attached with a file. Hoping for your kind consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Portia Lyn B. Kintanar', is displayed within a light gray rectangular box.

**Portia Lyn B. Kintanar**  
Applicant