

September 10, 2022

Dr. Jett C. Quebec, Department Head
Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City Leyte, 6521

Apology for Late Submission of Transcript of Record

Dear: Dr. Quebec

I am writing to formally apologize for the late submission of my Transcript of Record (TOR) this time because the Visayas State University Registrar has informed the class of 2022 graduates beforehand that they will start the distribution on the 22nd of September 2022.

I am sorry for the inconvenience this has caused and will submit the documents at the earliest time possible.

Thank you for understanding and considering my situation.

Respectfully Yours,



Wilfredo S. Barcos Jr.