

July 25, 2022

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

Dear Dr. Quebec

As a graduand of a Bachelor's degree in Secondary Education in Visayas State University, I am still waiting for the graduation to happen this August 12, 2022 before I can be able to get my Transcript of Records (TOR). I would like to humbly ask if you could consider my application considering that I am graduand. I promise to submit my Transcript of Records immediately as soon as I am able to acquire it. I am hoping for your kind consideration. Thank you for your interest and I look forward to hearing from you.

Respectfully yours,

  
RAFAEL V. SABINO