

July 09, 2025

MR. MARK RYAN R. TRIPOLÉ  
Department Head, DoPAC  
VSU, Visca, Baybay City, Leyte

DEAR SIR:

I am writing this letter to formally inform you that I currently do not have copies of any relevant training certificates. I am formally requesting that I be allowed to submit such copies once I have them.

I am hoping for your kind consideration. Thank you.

Sincerely,

Raymond R. Ocares