

**JANNET C. BENCURE**

Dean

Faculty of Engineering

Visayas State University

Visca, Baybay City, Leyte

April 10, 2025

Dear Ma'am/Sir,

Greetings!

It is my deepest regret to inform you that my Performance Rating Form from my previous job is not yet given to me. I hope you would consider this, and let me pass the lacking document when it is available already.

Respectfully yours,



**MANUEL D. MAHUSAY JR.**

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