

August 14, 2025

**Subject:** Explanation for Non-Submission of Performance Rating and Certificate of Employment

**Honey Sofia V. Solis**

*Director, Human Resource Management Department*  
Visayas State University, Baybay City, Leyte

**Dear Ms. Honey Sofia V. Solis,**

*Director, HRMD*

I wish to inform your department that I will not be able to submit a Performance Rating or Certificate of Employment from a previous employer, as my work experience was gained in our family's business. My duties there included a range of administrative and clerical tasks, such as preparing documents, filing regulatory compliance, and record keeping.

Because of the nature of the business, we did not issue formal documents like performance appraisals or company COEs. Nevertheless, I can provide a Notarized Affidavit of Employment upon request to verify my work history and experience.

I appreciate your understanding on this matter and thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Macato', with a large circular flourish above it.

**John Paul C. Macato**  
Applicant