

July 22, 2022

Dr. Jett C. Quebec

DLABS Department Head

Department of Liberal Arts and Behavioral Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Quebec:

In view of my application as a part-time instructor in the Department of Liberal Arts and Behavioral Sciences, I would like to apologize for the lacking requirement, which is the Transcript of Record. Unfortunately, my transcript of record is not yet released by the university.

I have already secured my application letter, resume, curriculum vitae, and personal data sheets as part of the application requirements. I promise to obtain the said lacking document and submit it to your office once it is available.

Should you need other documents relevant to my application, you can contact me through my mobile number 09552188656 or using my email address [angelicanicolecastro3@gmail.com](mailto:angelicanicolecastro3@gmail.com)

Thank you

Respectfully yours,



Angelica Nicole Castro