

# MITCH ALLAN A. HABOC

GIS SPECIALIST

+63-995-729-8999  
mitchallanahaboc@gmail.com  
Brgy. Gabas, Baybay City, Leyte

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TONI MARC L. DARGANTES  
Head, Planning Office

Visayas State University  
Visca, Baybay City, Leyte

Dear Mr. Toni Marc:

I am writing to express my sincere apologies as one of the attachments needed as a requirement for my application as a Planning Officer II, specifically **Eligibility/Rating/License**, is not available at the moment. I became a Civil Service Passer last August 2017.

I understand the importance of adhering to deadlines and requirements and appreciate your understanding and patience in this matter. Please accept my sincerest apologies once again for any inconvenience caused. I am committed to ensuring that all requirements will be followed immediately when available.

Thank you for your understanding and consideration.

Warm regards,



MITCH ALLAN A. HABOC