

November 16, 2021

**Director**

Philippine Root Crops & Research Training Center  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Madam/Sir,

Good day!

I would like to honestly inform your office that I have not taken yet Civil Service Examination for Eligibility requirement. However, part of my plan is to take it in the near future.

Hoping for your kind consideration.

Truly yours,



BENJIELYN CARPIO