



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF LIBERAL
ARTS AND BEHAVIORAL
SCIENCES**

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Visayas State University
Pangasugan, Baybay City, 6521
June 05, 2023

DR. MARIA VANESSA E. GABUNADA
Head, Department of Liberal Arts and Behavioral Sciences
VSU Main Campus

Dear Dr. Gabunada,

At the moment, I don't have a physical nor an electronic copy of my diploma for I have submitted my original copy to the office of Ms. Honey Sofia Colis for my appointment as Instructor I. I was not also able to retrieve another copy from my alma mater due to the constraints of my condition. If in any case, a copy of my diploma is critically needed for me to proceed with the application, I would gladly ask the HRMO to lend it to me briefly for reproduction.

Thank you very much Ma'am!

Respectfully,

A handwritten signature in black ink, appearing to read "Alaina G. Larrazabal".

ALAINA G. LARRAZABAL