

July 12, 2025

Ms. Mary Ann G. Cobico
Head, Department Of Philosophy and Social Sciences
Visayas State University
Visca, Baybay City, Leyte

Promissory Note for Delayed Submission of Diploma as a Requirement for Part-Time Instructor Application

Dear Ms. Cobico,

Good Day! I am Ezekiel Josue G. Jasmin, applicant for the position of Part-Time instructor in the Department of Philosophy and Social Sciences. I am writing to inform you that my diploma from the same school, the Visayas State University is still in process and currently unavailable for release because it will be only available after graduation.

Thus, I humbly ask for your understanding as I provide this promissory note, promising to provide my diploma as soon it will become available.

I hope for your kind consideration regarding this matter, and I will remain committed to complying with all required documentation as soon as it becomes available.

Thank you very much for your patience and understanding.

Respectfully Yours,
EZEKIEL JOSUE G. JASMIN