

August 14, 2022

ELIZABETH S. QUEVEDO  
Head, DoPAC  
Visayas State University – Main Campus  
Visca, VSU, Pangasugan, Baybay City, Leyte

DEAR DR. QUEVEDO:

Good day! I am Raymond Ocares, one of the applicants for the part-time instructor position at the Department of Pure and Applied Chemistry. I am writing this note to formally state that I will submit the official Transcript of Records immediately once it is available. The VSU Office of University Registrar has stated that the release of TOR will be on September 22, 2022 which is after the deadline. I am hoping for your kind consideration regarding this matter. Thank you.

Sincerely yours,

  
Raymond R. Ocares