

15 January 2025

Rickson C. Albez, RChT

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MARK RYAN R. TRIPOLE

Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Tripole:

I am Rickson C. Albez, and I hold a bachelor's degree in Agricultural Chemistry (*cum laude*) from the University of the Philippines Los Baños. I am writing you this letter because I happen to apply for the vacant Instructor III position at Visayas State University.

Please be informed that I do not own a copy of my Transcript of Records (TOR) as of this moment. As a substitute document, I am attaching my True Copy of Grades (TCG) in this document.

Should you have any more questions, please feel free to reach me at my contact details below.

Sincerely,

Rickson C. Albez
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