

Xaviery Ric G. Cañezo
Tinag-an, Albueria, Leyte
June 9, 2023

Dr. Maria Vanessa E. Gabunada
Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University-Main Campus
Baybay City, Leyte

Subject: Excuse Letter - Delay in Obtaining Civil Service Eligibility

Dear Dr. Gabunada,

I hope this letter finds you in good health and high spirits. I am writing to inform you about the delay in obtaining my eligibility from the Civil Service Commission (CSC) of the Philippines. I regret any inconvenience this may cause and assure you that I am actively working towards resolving this matter as soon as possible.

Allow me to provide the following reasons for the delay:

Distance to Tacloban City: One of the main factors contributing to the delay is the significant distance between my home (Tinag-an, Albueria) and the CSC office in Tacloban City. Located approximately 2 hours and 30 minutes away, commuting to the CSC office for the necessary procedures has proven to be time-consuming. This has made it challenging for me to visit their office frequently due to other personal and work commitments.

Processing Requirements for the Grant of Eligibility: I am currently in the process of completing the necessary requirements to obtain the 'Grant of Eligibility Pursuant to P.D. 907.' These requirements include document submissions, forms, and additional paperwork that needs to be compiled and reviewed by the CSC. Although I have been diligent in gathering all the necessary documents, the process is taking longer than anticipated due to various factors beyond my control.

Timeframe for Obtaining Eligibility: Unfortunately, the timeline for receiving eligibility from the Civil Service Commission is not within my control. The CSC follows specific protocols and procedures to ensure the accuracy and legitimacy of everyone's eligibility. Consequently, the duration required to receive the eligibility certificate may vary and could take some time.

I understand the urgency of obtaining my eligibility and assure you that I am doing everything in my power to expedite the process. I have been in regular contact with the CSC to check the progress of my application and to seek any alternative solutions that may help fast-track the issuance of my eligibility.

I kindly request your understanding and support during this time. Rest assured, I am committed to resolving this situation promptly and will keep you updated on any developments regarding my eligibility status.

If you require any additional information or documentation related to this matter, please do not hesitate to contact me. I am available at 0966 165 4424 or via email at canezojose97@gmail.com

Thank you for your understanding and patience. I sincerely apologize for any inconvenience caused by this delay. I value the opportunity to work with your esteemed organization and assure you of my commitment to fulfilling all necessary requirements as soon as possible.

Yours sincerely,


XAVIERY RIC G. CAÑEZO



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