



Republic of the Philippines

**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

**OFFICE OF THE VICE PRESIDENT FOR BRANCHES AND CAMPUSES**

**SANTA ROSA CAMPUS**

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**ASST. PROF DIOMEDES E. RODRIGUEZ**

*Head, Administrative Services*

This Campus

**Dear Sir:**

Greetings in pursuit of wisdom!

I hope this letter finds you in good health and high spirits. I am writing to request a copy of Good Moral Certificate as a requirement for . I kindly request you to issue certificate at your earliest convenience. If there are any fees or formalities associated with this request, please inform me, and I will gladly comply.

Please find attached a copy of my identification and any other required documents to facilitate the process. Hoping for your kind consideration.

Respectfully Yours,

**Dela Cruz, Juan Penduko Jr.**

Representative

Noted by:

**Dr. Leny V. Salmingo**

Subject Facilitator

This Campus

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CERTIFICATE NUMBER: SCP000413Q