**UNIVERSITY OF THE IMMACULATE CONCEPTION**

**Commission on Elections and Appointments**

Fr. Selga St., Davao City

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**MR. EFRAIM M. OLIVA**

Chairperson, Commission on Elections and Appointments

University of the Immaculate Conception

Dear Mr. Oliva:

Praised be Jesus and Mary!

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dept.) Program, would like to inform your good office of my desire to serve my fellow students. In this connection, I would like to formally inform you of my will to run as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position) of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (program/organization) under the party of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (party) in the incoming **2014 SSG and Program Election**.

Attached herewith are the requirements:

* Copy of grades certified by the dean ( 2nd Semester, AY 2011-2012 and 1st Semester, AY 2012-2013) and Class Schedule and Assessment Record (CSAR) of 2nd Semester, AY 2011-2012
* Certificate of Candidacy
* Certification of good moral character certified by two (2) fulltime faculty members and associate dean
* Certification of good moral character certified by the OSAD
* Biodata with 2x2 photo
* Platform of government

Your positive response regarding this matter would be highly appreciated.

Respectfully yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over printed name