September 2, 2025

**To: DR. MARK VAN M. BULADACO**

Dean, Institute of Computing

Davao del Norte State College

**Subject:** Justification Letter for Missing Logs

Sir,

Greetings!

I, **Rosebud C. Padios**, Instructor of the Institute of Computing, would like to request your good office to allow and accept the time/s written on my Daily Time Record (DTR) for the following date for I forgot/missed to tap my RFID :

**August 8, 2025, 5:18 PM (OUT)**

I am hoping for your kind consideration and positive response.

Thank you so much!

Respectfully yours,

**ROSEBUD C. PADIOS**

Instructor

Conformed by: Approved by:

**REBAN CLIFF A. FAJARDO, MIT MARK VAN M. BULADACO, DBMIS**

Program Chairperson, BSIT Dean, IC