December 2, 2025

**To: RHAYMART JOE O. GELLA**

Director, Admin Services Division

This College

**Subject:** Justification Letter for Missing Logs

Sir,

Greetings!

I am writing to respectfully request your good office to allow and acknowledge the time indicated on my Daily Time Record (DTR) for the following date, as I was unable to tap my RFID:

* **November 17, 2025 – 7:18 AM (IN)**

I was unable to tap my RFID on the said date because my medical examination took longer than expected, causing me to miss the tap-in. I sincerely hope for your kind consideration and favorable response regarding this matter.

Thank you very much.

Respectfully yours,

**IAN JAY T. PADIOS**

Head, TSSU