**Dana Sean Carla M. Tagorda**

0926321126 danatagorda16@yahoo.com

90 Lawton ave. South side Fort Bonifacio

Taguig City , 1634

September 25, 2017

**Registrar’s Office**

Philippine State College of Aeronautics

Piccio Garden, Villamor, Pasay City

**Dear Mr/Ms ,**

I, the undersigned, do authorize **Ramon Heinrich D. Macato** to accept/receive my requested Transcript of Record and Diploma while I am out of town between the dates of Sept 26, 2017 to October 26, 2017. Since this is a time-sensitive matter, it is necessary for Mr. Macato to accept this document in my absence.

I appreciate both your and Mr. Macato’s cooperation in this matter.

**Sincerely,**

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Dana Sean Carla M. Tagorda