Republic of the Philippines

Province of Catanduanes

Municipality of Virac

Barangay Dugui Too

Sir,

May I respectfully request from your good office Ms. Realyn H. Mijares be included in the list of job order employee rom Dugui Too Virac Catanduanes for the month of to be detailed at Barangay Dugui Too Virac Catanduanes.

Hoping for your kind consideration.

Very truly yours,

Demcint G. Beo

Punong Barangay