



30 May 2024

Ms. EVELYN H. ORTALIZ

Registrar
Forbes College
Legazpi City

Dear **Ms. Ortaliz**:

We are pleased to invite you for an online orientation session regarding the online submission process of the Master List of Honor Graduates for the academic year 2023-2024. This orientation will be conducted via Zoom and is scheduled on 5 June 2024, at 1 p.m.

As we strive to streamline and enhance our Honor Graduate Eligibility application processing, your participation in this session is vital. The orientation will cover the following key topics:

- Standard format for the Honor Graduate Master List;
- Detailed walkthrough of the online submission process; and
- Q&A session to address any concerns or queries regarding the topic

Event Details:

Date: 5 June 2024

Time: 1 p.m. – 2 p.m.

Zoom Meeting Link:

[<https://us02web.zoom.us/j/84359675320?pwd=CX2xrpWPRCbt8D7oricjblImEWbHaj.1>]

Meeting ID: [843 5967 5320]

Passcode: [570317]

Should you have any questions or need further information, feel free to contact us at ro05.esd@csc.gov.ph or text/call Mr. Julius C. Manipol at 09939733083.

We look forward to your active participation in ensuring a smooth and efficient submission process for the Honor Graduate Master List.

Thank you for your attention and cooperation.

Very truly yours,

Atty. DAISY PUNZALAN BRAGAIS
Director IV

Bawat Kawani, Lingkod Bayani