

FULL NAME OF BUSINESS

Company Address
Company Contact No.
Email Address

Date

THE PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

Local Government Unit
General Santos City

**Subject: Request for Assistance due to Closure/Partial Business Operations
Caused by the Earthquake**

Dear Sir/Madam:

----- CONTENT ----

Respectfully yours,

COMPLETE NAME AND SIGNATURE

Designation
Contact Number
Email address

LIST OF EMPLOYEES

No.	FULL NAME	CONTACT NO.
1		
2		
3		
4		
5		