

Dr. Daniel Leslie S. Tan
OIC, President
Visayas State University
Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director ODHRM
VSU, Baybay City, Leyte

Dear Dr. Tan;

Greetings!

I would like to express my interest in the available **Administrative Aide I** position here at Visayas State University.

I obtained my Alternative Learning System diploma in the year 2022. I was a bindery helper at the University library from 2015 to 2021 and now I am currently working at Visayas State University-ARIC as JO since 2021.

Given a chance, I desire to serve more years to continue enhancing my skills and potential, as well as to contribute to the success of the university.

I am hoping for your positive response to this application.

Thank you so much!

Sincerely yours,


MELFAR MATUGAS
Applicant