

January 11, 2023

DR. EDGARDO E. TULIN

President
Visayas State University
Baybay City Leyte

Through: **DR. DANIEL LESLIE S. TAN**
Chairman, NAPB
VP for Administration and Finance

Dear Dr. Tulin:

A pleasant morning to you. I've seen in the Job Hiring at HRIS that the is in need of a staff for the Regular position Administrative Assistant II to be assigned at Alumni Community Relationship Office. I would like to apply for the position. As pioneering graduate of BS in Development Communication major in Broadcasting and based from my experience in coordinating in an international funded project implemented by the institution and my experience as dDRC in the AACUP accreditation in the Quality Assurance office, I am certain that I can perform and deliver the expected output of the position. If given the chance you can be assured of my willingness to learn new things under new directions in the workplace.

You can be assured of my dedication and loyalty to the new job to be assigned to me. Again, I humbly ask for a chance, if granted I will assure and prove to the university to be more effective and efficient to the best that I can to contribute in my own little way to the achievement of the institution.

Hoping for your approval of my request.

Respectfully,


MARIA LILIA P. VEGA
Applicant