



# VISAYAS STATE UNIVERSITY

January 9, 2023

**Honey Sofia V. Colis**

OIC Director, ODHRM  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I would like to express my interest in applying for an Administrative position that was recently made available in your institution.

I'm Lito Antonio B. Bandalan, a graduate of Bachelor of Science in Agribusiness (BSAB) from Visayas State University (VSU) who would like to apply for the said position. I am currently working in VSU as a Data Encoder (Job Order) for 3 years at the Office of the Head of Recruitment, Selection, Placement and Personal Records (OHRSPRR). I believe that my knowledge and experience gained will help me work effectively and efficiently.

Attached herewith is my PDS and photocopy of Transcript of Records for your reference.

If given a chance, I am more willing to come for an interview at your most convenient time. I can be reached anytime via email at [anton.bandalan@vsu.edu.ph](mailto:anton.bandalan@vsu.edu.ph) or mobile number, 09617501866.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Lito Antonio B. Bandalan'.

LITO ANTONIO B. BANDALAN