

December 15, 2025

MONROE JOHN MARANGUIT

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DR. RENEZITA S. COME

Dean, Faculty of Forestry and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Greetings!

I am respectfully writing to express my intent to apply for a position in Faculty of Forestry and Environmental Science as Administrative Aide III (Utility Worker). I am a college graduate with a degree in Bachelor of Agricultural Technology, and I am confident in my ability to learn and adapt to any responsibilities entrusted to me. I am honest, hardworking, and committed to serving the community with integrity and dedication.

Attached are my resume, transcript of records, diploma and other necessary documents for your consideration.

I hope for your kind and favorable response. Thank you very much for your time and understanding.

Respectfully yours,



MONROE JOHN MARANGUIT