

May 18, 2022

**MARWEN A. CASTAÑEDA**

University Registrar  
Office of the University Registrar  
Visayas State University

Dear Ma'am Castañeda,


I wish to apply for Administrative Aide IV position in your good office. I believe that my one year and 9 months of experience with the Office of the University Registrar as Records In-Charge and Course Evaluator will fit for the said position.

I am a flexible team player and can adapt to various situations that may occur and handle any additional assigned duties. Additionally, I am an extremely friendly and organized professional with proven administrative skills. In fact, I rated 97% for Clerical Speed and Accuracy, 94% for Language Usage and 93% for numerical ability during the Clerical Exam held in University Student Services Office last March 10, 2020. Moreover, I am already Civil Service Eligible (Professional).

Enclosed is my updated Personal Data Sheet, Curriculum Vitae and other supporting documents for your perusal.

Thank you for your time and consideration.

Sincerely,

  
**VICTOR FELINO C. CALUNANGAN**  
Applicant