

April 20,2021

Dr. Edgardo E. Tulin  
President  
Visayas State University  
ViSCA, Baybay City, Leyte

Thru: Dr. Remberto A. Patindol  
Vice President for Administration and Finance

Dear Sir,

Good Day!

I wish to submit my application for Administrative Aid III (Clerk I). I assure you that I could be a hardworking staff, responsible and also being flexible in my job. I have already a work experience especially in teaching. This job that I am applying is nice to work at especially in handling this kind of work. I am hopeful that I will be part of the team.

Thank you for your time and consideration.

Respectfully yours,

GLYCEL KYLE P. NOVIO  
Applicant