

December 15, 2025

DR. PROSE IVY G. YEPES
PRESIDENT
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Thru:
DR. MOISES NEIL V. SERIÑO
NAPB CHAIRMAN
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

Dear Dr. Yepes,

It has already been fourteen (14) years since I rendered services in this university, from gas tender, and utility messenger at the Supply and Property Management Office (SPMO) – Job Order and two (2) years as Utility/Messenger – Regular at VSU Library (VLHS). I'm very pleased to submit my application for this institution's vacancy position for Administrative Aide III – Utility Worker II (Permanent) at the Faculty of Forestry and Environmental Science.

I have made good relationships with my colleagues with my good camaraderie, cooperativeness, and sociability.

I am hoping for your kind, favorable response. Thank you.

Very respectfully yours,


Eduardo R. Abanera
Applicant