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RENEZITA S. COME

Dean, Faculty of Forestry and Environmental Science
Visayas State University, Visca, Baybay City, Leyte

Thru: OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT
G/F Administration Building, Visca Baybay City, Leyte

Dear Dr. Come,

Good day. I am writing to respectfully apply for the position of Administrative Aide III (Utility Worker II) in your office.

I have been working at the Department of Forest Science since July 1, 2016, as a Laborer, where I have gained extensive experience in performing utility and support services necessary for the daily operations of the department. My duties include maintaining cleanliness and orderliness of offices, classrooms, laboratories, and surrounding areas; assisting faculty members and staff with routine tasks; handling the transfer and arrangement of office materials and equipment; and ensuring proper maintenance of facilities.

Through my years of service, I have developed strong discipline, dependability, and the ability to work efficiently with minimal supervision. I am physically fit, hardworking, and capable of performing tasks that require stamina and attention to detail. I am willing to undergo training and to perform duties beyond those assigned when necessary for the benefit of the office.

Attached herewith are my supporting documents for your consideration. I would be grateful for the opportunity to be interviewed and to further discuss my qualifications.

Thank you very much for your time and consideration.

Respectfully yours,


EDINO T. FERNANDEZ
Applicant