

December 16, 2025

Dr. Prose Ivy G. Yepes  
President  
VSU, Visca, Baybay City, Leyte

Thru: Dr. Renezita S. Come  
Dean, Faculty of Forestry  
and Environmental Science

Dear Ma'am:

I am writing to express my sincere interest in the vacant position of Admin Aide III / Utility Worker II (Permanent). Please consider this as my formal application for the said position.

I am Christopher A. Urate, currently employed as a Utility/Messenger at the Department of Agricultural and Biosystems Engineering (DABE), Visayas State University, where I have been serving since June 2019. I am a patient, hardworking, and responsible individual who is determined and can easily adapt to any working environment. I am also willing to undergo further training and learn new skills to enhance my capabilities and contribute effectively to the institution.

I hope to share my experience and skills while continuing to gain additional knowledge for my professional growth within this esteemed university.

Attached herewith is my resume for your perusal. Should you consider me for an interview, I can be reached at 0970-766-5920.

Thank you very much for your time and consideration. I look forward to the opportunity to discuss my application with you.

Sincerely,

  
CHRISTOPHER A. URATE