

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,

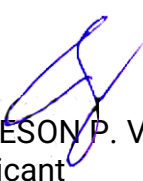
Greetings!

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 believe my application is an ideal fit for this position.

Ten (10) years have passed since I last worked as a warehouse man at SPO Bodega 2 (Construction Materials), and I currently worked for one (1) year and six (7) months at the Supply and Property Office (SPO) as a utility messenger. I know that I am capable of doing the duties and responsibilities attached with the position I am applying for. I have been a good, hardworking, dependable, and responsible employee of this institution. 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,


JAMESON P. VEGA
Applicant