

**RAYMUND M. IGCASAMA**  
University Registrar  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir,

I wish to submit my application for the Administrative Aide III position which I understand is vacant from VSU HRIS. The job posting caught my interest as the skills and abilities you put as qualifications comprehend my competencies. I finished college in June 2018 at Visayas State University and passed the Licensure Examination in Agriculture in November 2019.

I currently work as an Administrative Aide III (Clerk) in the Office of the University Registrar of the Visayas State University-Main Campus. I believe that this position will utilize my skills in an effective way.

Attached is my Personal Data Sheet for your reference.

Thank you for your time and consideration.

Sincerely,

  
**JOAN R. PATONONA**