

June 2, 2024

Engr. Mario Lilio P. Valenzona
Head, Physical Plant Office
Visayas State University
Visca, Baybay City, Leyte

Dear Engr. Valenzona:

Working at this University for the past 30 years has been a great learning experience. I have gained knowledge and experience from the different departments/offices where I was assigned.

Armed with this experience, I would like to apply for an Administrative Officer position that recently became available. I believe that I could do a good job for the Physical Plant Office as an Administrative Officer position. And I can assure you that if given higher responsibility I can prove my worth to the Office and the University as a whole. I hope I will be allowed to be promoted. I am confident that this promotion/increment will motivate me to contribute even more to the office and the University as well.

In closing, I would like you to know that I have truly enjoyed my time on the job and hope that you understand and appreciate the basis of my request.

Thank you so much for your consideration.

Sincerely yours,



DALISAY F. ANDRES

Administrative Assistant III
Office of the Vice-President for Planning, Resource
Generation and Auxiliary Services