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25 September 2021

JOEL Q. MABALHIN  
Head  
Department of Teacher Education  
Visayas State University  
Visca, Baybay City, Leyte

Sir;

Good day! I am writing to express my interest in applying for the position of Administrative Aide IV as posted in your publication of vacant positions.

I graduated from the University of the Philippines Visayas Tacloban College and have earned a Bachelor's degree in Psychology. I believe that I am qualified for the said position that I am applying for. I am prepared to assist whenever I am needed and wherever it is necessary. I also commit to give my best performance, should you accept me. Most importantly, I am always willing to learn and improve myself along the way.

For additional details regarding my qualification, please see the additional documents I have submitted.

Thank you for taking the time to read through this application and I look forward to hearing from you.

Sincerely,



Aubrey Lois M. Requiez