

November 15, 2023

DR. DANIEL LESLIE S. TAN

Officer-In-Charge, VSU
Chairman, Non-Academic Personnel Board and
Vice President for Administration and Finance
Visayas State University

Dear **Dr. Tan**,

Greetings!

I'm very pleased to submit my application for this institution's vacancy position for Administrative Aide I (Utility Worker I). I believe my application is an ideal fit for this position.

Nine (9) years have passed since I last worked as a warehouse man at SPO Bodega 2 (Construction Materials), and I currently worked for five (5) 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