

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

OIC, Director ODHRM  
VSU, Baybay City, Leyte

Dear Dr. Tulin;

Greetings!

I would like to express my interest in the available **Administrative Aide I** position here at Visayas State University.

I obtained my Highschool Education in the year of 1998. I am currently working here in Visayas State University Library's Bindery unit as JO, I assist the Chief binder binding and repairing books and do other tasks assigned such as cleaning assigned areas in the library.

Given a chance, I desire to serve more years to continue enhancing my skills and potential, as well as to contribute to the success of the university.

I am hoping for your positive response to this application.

Thank you so much!

Sincerely yours,



**REX A. PATONONA**  
Applicant