

2 April 2025

Dr. PROSE IVY G. YEPES

President

Visayas State University

2F Administrative Building

Visca, Baybay City, Leyte

Thru: **Ms. HONEY SOFIA V. COLIS**

Supervising Administrative Officer/HRMD

Visayas State University

Dear **Ma'am**,

I would like to express my interest in applying for administrative positions that was recently made available in your institution.

I'm Lito Antonio B. Bandalan, a graduate of Bachelor of Science in Agribusiness (BSAB) from Visayas State University (VSU) who would like to apply for the said positions. I am currently working in VSU as a Clerk (Job Order) for 5 years and a half at the Human Resource Management and Development (HRMD). I believe that my knowledge and experience gained will help me work effectively and efficiently.

Attached herewith is my PDS and photocopy of Transcript of Records for your reference.

If given a chance, I am more willing to come for an interview at your most convenient time. I can be reached anytime via email at anton.bandalan@vsu.edu.ph or mobile number, 09617501866.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely yours,



LITO ANTONIO B. BANDALAN