

October 23, 2025

**DR. MOISES NEIL V. SERIÑO**

Chairman, Non-Academic Personnel Board and Vice  
President for Administration and Finance Visayas State  
University  
Visca, Baybay City

Dear Dr. Seriño

Greetings!

It has been eleven (11) years since I rendered services as a Laborer, Assistant Warehouseman, and Utility Messenger at the Supply and Property Management Office (SPMO), and three (3) years as a Utility Messenger at the Department of Tourism and Hospitality Management. With this experience, I would like to express my strong desire to apply for and be considered for any vacant position suited to my qualifications.

If there will be a ranking or hiring process in the near future, I respectfully request to be included as one of the applicants. I am very much willing to be interviewed at your most convenient time. You may reach me through my mobile number: **09484981418**

Thank you very much for your time and consideration. I look forward to your favorable response.

Very respectfully yours,



**SERVANDO M. LATRAS JR.**

Applicant