

January 23, 2024

HONEY SOFIA V. COLIS

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

Thru: **MARISEL A. LEORNA**

Director, National Coconut Research Center

Visayas State University

Dear Ma'am Colis,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as an Administrative Aide I (Utility Worker I position) in your office.

I am currently working as a utility/messenger at the Department of Agricultural Education and Extension for almost 7 years and completed the training on electrical installation and maintenance NC II at TESDA last 2019. These experiences have given me confidence in terms of janitorial, messengerial and electrical works. I also worked at the Laboratory High School, PhilRootcrops and Dept. of Pest Management as maintenance and farm worker.

Please consider me as an applicant, I feel confident and qualified to take on the challenges that offers me. Attached please find the copy of my resume, TOR, PDS, Diploma and certificates.

Looking forward for your positive response.

Thank you very much!

Very truly yours,



JUANITO M. RIVERA, JR.

Applicant

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