

July 17, 2023

**SEAN VILLAGONZALO**

Department Head  
Information and Communication Technology Management Center  
Visayas State University  
Visca, Baybay City, Leyte 6521-A

Dear **Mr. Villagonzalo**,

Greetings!

I write as my intent to apply for the position of **Information System Analyst II** posted on the Visayas State University official job posting page and wish to be considered as part of your good office. I am well qualified for the position and would offer all that you would require for the post as mentioned in your advertisement. Currently, I am working under the Management Information System (MIS) Office as a Programmer at the same University. My work specifically focuses in developing a system for the University's Procurement processes, interacting with the end-user for their procurement requirements/needs and ensuring that the system works smoothly.

I have worked with the Visayas State University as a College Instructor at the Department of Computer Science and also had an experience as a Software Engineer in the private industry. While creating linkage with the academe, this allowed me with the chance of taking Master studies in Computer Science. With these experiences, it allowed me to broaden my knowledge and information on the different aspects of this job. At the same time, I am willing to learn in this career, the people I will be working with and be a part of your team. I believe that my background and experiences make me an excellent candidate for this position.

Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time. I can be reached via e-mail at [jbongcalon@vsu.edu.ph](mailto:jbongcalon@vsu.edu.ph) or mobile number: +63 919 955 2829. Attached herein is my resumé for your reference.

Looking forward to work with the people in your office and rest assured of my highest ability and dedication to this noble task. Thank you very much!

Sincerely,

**JOSHUA MHEL BONCALON**

Applicant