

**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 for the available **Administrative Aide III** position here in Visayas State University.

I obtained my Bachelor's Degree in Animal Science in the year 1998-2004 here in Visayas State University. I was also part of ROTC from 2015-2020 as GMA instructor or Graduate Military Assistant instructor.

I am currently working here in Visayas State University Library as casual personnel. In my current position, I am assigned to man the entrance and exit of the library as well as helping the Bindery Unit.

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,



**TIRSO E. IGOT, JR.**  
Applicant