

April 18, 2023

**DR. EDGARDO E. TULIN**  
President  
Visayas State University

**THRU: HONEY SOFIA V. COLIS**  
Director, HRMO  
Visayas State University

Dear **Dr. Tulin**,

I am writing in your good office to express to you my sincere desire to apply for the position of Administrative Aide Casual position in this institution. I am Jubemarie E. Posas, 30 years of age. A graduate of Bachelor of Science in Agribusiness and earned 40 units of my graduate studies Master in Management here in Visayas State University. I was hired as an Emergency clerk in the Department of Business & Management on June 15, 2015, and was assigned to Accounting Office from July 31, 2015, until present as a job order worker.

The knowledge which I have gained through education and the learnings and skills I have acquired from my work experiences here at the VSU accounting office and with a strong determination to find a stable job that will help me able to support my Family's needs are my assets and motivation which I believe would make me have an effective and efficient work performance.

I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered by the university through Accounting Office. I am looking forward that Visayas State University will help me realize my goals in life with the assurance that I will be a highly productive employee of the institution.

As a requirement, I enclosed a copy of my Personal Data Sheet and Resume for your reference.

Respectfully,

  
**JUBEMARIE E. POSAS**  
Applicant