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**MARWEN A. CASTAÑEDA**

Head  
OFFICE OF THE UNIVERSITY REGISTRAR  
Visayas State University  
Visca, Baybay City, Leyte

Dear Madam,

I am writing to submit my application for the open position of Administrative aide IV position posted in the VSU HRIS website. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and am currently working at the Office of the University Registrar for 2 and a half years now. I am a licensed agriculturist as I passed the Agriculturist Licensure examination held last November 5, 6 and 7, 2019. This means that I met the minimum qualifications that the vacant position requires. Although, I am not practicing my profession since I got hired at the registrar's office the year after I passed the Licensure exam.

Given that I am already working at the registrar's office, I already have knowledge and background on the procedures and documents that the registrar office process. It won't be hard for me to adjust to shift into different function since I am familiar already with the work environment. It would be easy for the staff to train me with the new work if given the chance. I do enjoy challenges and eager to learn new things as quickly as possible. I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,

  
Marian G. Sacro