

April 5, 2023

DR. EDGARDO E. TULIN

University President
Visayas State University
Baybay City

Thru : **MS. HONEY SOFIA V. COLIS**
OIC- Director, ODHRM

Dear President Tulin,

Greetings!

I am writing this letter to apply for Administrative Aide VI (Clerk III) position under the Office of the Director for Physical Plant. I am a graduate of a Bachelor's Degree in Education at EVSU-OC and has studied Juris Doctor at SPSPS, Palo Leyte. I have a 4-year Administrative Work experience in the Government and has attended several trainings and seminars for HR practitioners administered by the Civil Service Commission. My experience and passion for Human Resource Management and Law will help develop more the administrative services in the University. As an employee I have and will always uphold the values and principles of public service. I am a team player, I work well with others and a fast-learner. I am willing to grow and go deeper in my work so I could make a great difference in the University.

I am hoping and praying that you will consider my herein application. Rest assured that I will give my best to help the University in delivering administrative services and will actively perform my duties.

For additional details regarding my qualification you may contact me at 09187377075 or email me at arielmorilla@yahoo.com.

Thank you and I look forward to hearing from you.
God Bless!

Sincerely yours,

ARIEL C. MORILLA