

24 May 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Brgy. Pangasugan, Baybay City, Leyte 6521

Through:

DR. ELWIN JAY V. YU

Vice President for Administration and Finance

MS. HONEY SOFIA V. COLIS

Director, HRMO

ATTY. RYSAN C. GUINOCOR

OIC-Chief, Legal Office

Dr. Yepes:

Greetings!

The Visayas State University website <https://jobs.vsu.edu.ph/> posted about the vacancy in the position of **Legal Assistant II**. I express my interest in applying for the said vacant position.

I am currently connected in Department of Education - Schools Division of Baybay City as Administrative Officer II of Payroll Services Unit, Personnel Section. I am in-charge of Secondary and Senior High School Payrolls. I verify loan applications from DepEd Baybay City employees. I am also the remittance in-charge of Pag-IBIG Fund and PhilHealth remittances. I also perform other tasks as may be assigned to me.

I am currently enrolled in the Juris Doctor Program at Saint Paul School of Professional Studies in Palo, Leyte.

Attached are the documents needed to support my application for your review, evaluation, and short-listing.

Thank you for taking the time to review my application and I am looking forward for the interview should I be given a positive response.

Respectfully yours,



JOHN PAOLO A. CAINTIC

Applicant

0920-119-8278

0936-113-5294

jpcaintic26@gmail.com