

June 5, 2023

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte

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

Dear Sir:

I am writing to express my interest for the position Administrative Aide IV (Clerk II) posted recently on [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) with job code PVDMGW.

I am a diligent and competent individual proficient in Computer-Based Applications, Customer Service and Office Upkeep and is equipped with 95 units ongoing BS Office Administration.

As an office clerk of the Department of Tourism and Hospitality Management for 7 consecutive years and is the Department's Deputy Document and Records Controller, I ponder that my involvements can define the competencies required of the said position.

Attached herewith are my pertaining documents for perusal and is pleased to appear at your most convenient time for an interview and such.

Thank you very much and God bless.

Respectfully yours,

JAMES B. ESCUADRA  
Applicant