

Brgy. Kilim

Baybay City, Leyte – 6521

March 4, 2024

To:

DR. DANIEL LESLIE S. TAN

OIC, President

Visayas State University

Visca, Baybay City, Leyte

Thru:

DR. EDGARDO E. TULIN

Chairman, Non-Academic Personnel Board (NAPB)

OIC, Vice President for Administration and Finance

Visayas State University

Visca, Baybay City, Leyte

Subject: Job application letter for the position of Administrative Assistant II Position (Property Custodian)

Respected Sir,

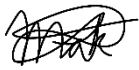
I am Mark Louis L. Garces, a former employee at the Supply and Property Office and I would like to apply for the role of Administrative Assistant II Position (Property Custodian) in the said Office.

I have 5 months of experience and ongoing as a clerk at the Supply and Property Office, continuing the work of Mr. Juancho Lao and also working as the IT specialist in the office. I also have 4 months of experience as a clerk at the Municipal Hall of Hilongos in the Department of Local Civil Registrar and I also experienced working as an encoder at the VSU – Main Campus for about three semesters in the University Registrar at Admin Building. I have an in-depth knowledge of the duties that I will have to perform and expertise in the particular field of work that would help me accomplish all the assigned tasks.

I have enclosed my resume and personal data sheet for your reference and review. I have also provided my contact information. Please feel free to contact me in case of any questions.

Thank you for your time and consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Mark Louis L. Garces', written in a cursive style.

Mark Louis L. Garces

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VSU email address: mark.garces@vsu.edu.ph