

DANIEL LESLIE S. TAN

Vice President for Administrative & Finance
Office of the Vice President & Finance
Visayas State University
Visca, Baybay, City, Leyte

Thru; **HONEY SOFIA V. COLIS**

Director, HRMO

Dear Ma'am / Sir,

Greetings!

I was informed by my friend AIDA L. ESTRERA who currently works at the Instruction & Evaluation Office under the Office of the Vice President for Academic Affairs, that you are open for an administrative aide position.

In my previous work my responsibility was organizing, collecting and updating of documents, answering telephone calls and inquiry, follow up or receiving of payments, making of statement of account, making purchase order for the next delivery, replenish petty cash, office supply inventory, maintaining cleanliness and do task from time to time.

I am amenable to undergo the appropriate process following the guidelines and hiring standard. In this regard, please consider me in the list of candidates for the position.

I am anticipating for a favorable response on this matter. Thank you and more power.

Respectfully yours,


RER AUBRE B. DALMACIO
Applicant

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